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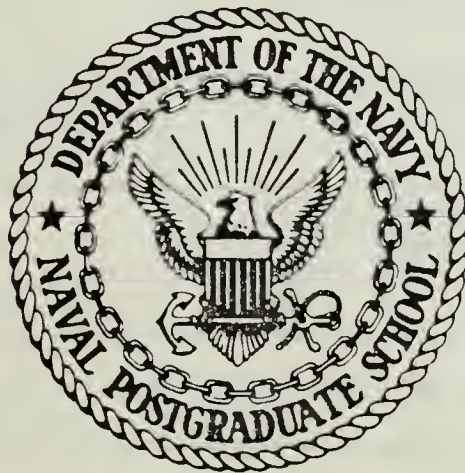
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NAVAL POSTGRADUATE SCHOOL

Monterey, California



THESIS

THE DESIGN AND IMPLEMENTATION OF A
JOB APPLICATION DECISION SUPPORT SYSTEM
FOR THE CIVILIAN PERSONNEL OFFICE

by

Robert Chaderton Sain

September 1986

Thesis Advisor:

Barry Frew

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ABSTRACT (Continued)

customize the program to suit individual office needs. These recommendations can then be incorporated into future versions of the system to enhance its decision support capabilities.

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The Design and Implementation of a
Job Application Decision Support System
for the Civilian Personnel Office

by

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Lieutenant, United States Navy
B.S., United States Naval Academy, 1979

Submitted in partial fulfillment of the
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ABSTRACT

The recent purchase of Televideo computer systems for government agencies has enabled them to propose new methods of information management techniques. However, limited assistance is available for designing programs which could be beneficial in performing certain time-consuming functions. This thesis provides a design and implementation for a decision support system which assists the Civilian Personnel Office at the Naval Postgraduate School in providing job vacancy information to prospective employees. In addition, it can provide valuable advancement information to current Federal employees. The program is designed using R:Base 5000 and allows the user the opportunity to provide ongoing recommendations and to customize the program to suit individual office needs. These recommendations can then be incorporated into future versions of the system to enhance its decision support capabilities.

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I. INTRODUCTION

The integration of computer systems into the work environment allows for new applications to be continually examined which may support present procedures. Such applications are usually intended to improve efficiency or effectiveness. The introduction of word processing capabilities is an example which illustrates the impact that the computer has had on the work environment.

The emphasis today is on applications which are modeled with the user in mind. "User-friendly" systems are designed for the user who infrequently comes in contact with a computer or who lacks formal training on basic computer skills. In recent years, the Federal Government has purchased micro computers for use in various agencies. It is evident that computers could be beneficial in managing the ever increasing information demands of agencies which serve both civilian and military personnel. Such is the case with the installation of Televideo Portable Micro Computers at the Civilian Personnel Office (CPO) located at the Naval Postgraduate School.

The focus of this thesis is the design and implementation of a software system within the Civilian Personnel Office located at the Naval Postgraduate School. The design of this software application uses software

engineering techniques explained in Pressman [Ref. 1]. Each phase of the software life cycle (planning, development, maintenance) will be discussed further in later chapters.

The Civilian Personnel Office exists as the managing authority for all government employed civilians. It processes paperwork documenting personnel actions and maintains personnel records. CPO provides assistance to individuals which include:

1. **Position Management:** This includes the planning of organizational structures and assessing the potential impact on employees. Additionally, the office suggests ways to organize duties to provide career ladders and job enrichment.
2. **Classification of Jobs:** The office is responsible for writing position descriptions and classifying positions by title, series and grade.
3. **Recruiting and Placement:** The CPO announces position vacancies and identifies candidates through personal interviews. It screens candidates to ensure selection of the most qualified personnel. In addition, the office establishes and coordinates promoting panels and helping employees relocate.
4. **Labor-Management Relations:** The office negotiates and consults with the various labor organizations concerning changes in personnel procedures or reduction in workforce.
5. **Training and Education:** The CPO provides resource information and sponsors lectures, seminars and courses within the agency.
6. **Pay:** Pay rates are set based on regulations and agency policy.
7. **Career Counseling:** The office helps assess skills, abilities, interests and aptitudes of employees and identifies training and development alternatives by providing timely job information.

8. Employee Benefits: The CPO explains requirements, benefits and procedures related to leave, pay, retirement, awards, etc.

A Naval civilian personnel office spends several hours every day providing such information to current employees applying for promotional opportunities as well as providing job information to applicants who are seeking to fill job vacancies. Under the current method, a receptionist or a staffing clerk provides this service. The quality and responsiveness of this service depends upon the individual abilities of the receptionist as well as on uncontrollable environmental factors, e.g., the number of applicants standing in line, the number of current vacancies, etc. Individuals who seek employment information frequently receive poor service (incomplete information or untimely service). At the same time, the CPO staff becomes frustrated by not being able to more fully control this highly visible function.

The proposed solution to this problem will be to implement an automated system in the civilian personnel office work environment. It will provide current employees with a means of viewing advancement opportunities and provide initial job application services for new or future employees. The existence of micro computer hardware allows this low risk, low cost implementation. The design methodology used will allow further design enhancements to be added later on as requirements are identified.

II. SYSTEM PLANNING

Database management systems are rapidly becoming commonplace in all fields. For database systems to be useful, however, they must be efficient, and efficiency begins with a well-thought-out design. Whatever the business need, the correct first step in finding a solution to a problem is defining just what has to be done, when it has to be done, how much is to be done, etc. A problem definition should state why an action is necessary and just what is expected from any solution. In addition, it should avoid placing restrictions on how a solution is to be achieved, whether the final solution is computer-based or not. If a restriction is placed upon the final solution, it may preclude successful design or implementation.

The system analysis phase was begun by gathering information through interviews of key personnel within the Naval Postgraduate School Civilian Personnel Office and by reviewing their present job application procedures. During these interviews, it was stated that the present system of performing the job application process was inadequate and the information presented to both present and prospective employees was less than satisfactory. The desire was that general employment information be provided in a more effectively and economically manner. A "self-service" job

information terminal provided a solution that could offer the following information:

- Current job vacancies (temporary / permanent)
- Qualifications required for positions
- Forms needed to apply
- Where and when to apply
- Salary information
- General information on special employment programs

In addition, the system should be expandable to provide a variety of other future information needs.

The initial study focused on the present process versus the desired process. In the current process, all information concerning federal jobs is manually stored and has to be extracted whenever a job vacancy occurs. At the time of a job announcement, a form is filled out (Appendix A) and filed by CPO office personnel. It is the receptionist who first interviews any applicant entering the office. If a prospective applicant is inquiring about a specific opening, the receptionist must first ascertain his/her qualifications. If the individual is asking about openings in general, additional time must be taken by the receptionist to determine available job vacancies that would match the applicant's qualifications and desires. This procedure often takes up to thirty minutes per applicant. A typical workday would contain approximately 10-15 such inquiries. The cost of this service is directly correlated to the hourly wage of the receptionist; usually an entry level GS employee.

The conceptual solution required a system which could output correct information for a majority of queries found in a typical one-on-one exchange between the receptionist and a job applicant. The new system would be utilized by job applicants and current employees, with basic computer literacy predicted to range from first-time to expert user.

The office presently has three Televideo Microcomputers and one IBM PC in its inventory. The Televideos are fully IBM compatible. One Televideo microcomputer is configured with a 10MB hard disc and the other two Televideo's and the IBM PC have dual floppy disks. The IBM PC has 320K of memory and the Televideos are configured with 256K RAM. Implementing a software package which could run on these existing systems was a primary design objective. It is calculated based on file size and transaction activity that the storage requirements of such a system would necessitate at least a 10MB configuration.

If a software package could perform the task of providing job information, a user could receive quality service at minimal cost to the office. The cost associated with the system would be the purchase of the required software. The benefits of such a system are not entirely quantifiable, for there can be no prediction given for the number of additional employees or the speed at which vacancies are filled by using this new application process. The overall savings resulting from removing this duty from

the receptionist or other office personnel should more than offset this cost. Based upon a receptionist handling approximately 10 applicants each day with each of these interviews taking 10-15 minutes, the system would provide an additional 2 hours of productivity. The hourly wage of a receptionist is approximately \$7.00/hr. The system would effectively save over \$3000 in services per year. The cost of the software is \$400.

Staff personnel who have conducted job interviews identified major information items requested by applicants. This information provides the necessary amplifying data about each job vacancy. To accomplish the objectives of the proposed system, the following attributes must be included:

Job announcement number: This number is assigned to the vacancy listing to serialize it.

Federal job number: This number identifies the job, for example, an office clerk or research assistance.

Open/Close date: These dates specify the period applications are being taken for the specific announcement number.

Qualifications: These define exactly who may apply and what specific background expertise is required.

Duties: These state what an applicant is expected to accomplish in performing the job functions.

Pay: A pay scale would respond to the most popular inquiry.

Hiring Programs: Additional information would be made available to respond to queries concerning the many hiring practices now conducted by federal agencies.

The above items, though not complete, offer a sample of the types of information the system would be handling. The majority of the data within the system is text. It ranges from relatively short structures of 5-10 characters to more detailed structures consisting of paragraph-length inputs.

Since the majority of the data is text and the system is expected to be operated by relatively computer-illiterate personnel, design focused on a menu-driven format.

R:Base5000, by Microrim, appeared to be suited to this task. DBase III is the current industry leader and it appears to match R:Base 5000 in raw capabilities and also offers the well known DBase III programming language. However, the R:Base 5000 application Express is superior to development tools included in DBase III or other current database products. For this reason, applications may be easier to develop with R:Base [Ref. 2]. In addition, the system would require some form of data security since it will be used as a self-serve information center. Password protection, which DBase III does not provide but R:Base does, offers adequate data security for the data files.

The data structure determines the efficiency with which the program will be able to retrieve information. The primary output is the announcement listing. It is this information which will be most active. It was determined that certain information contained in the announcement was more or less permanent amplifying data. For example, a job

vacancy announcement may state that personnel are being sought for the position of a librarian. All information about a librarian position is the same for any job application, therefore it can be separated from the application easily. Once in the system, this information could be extracted by using the key field of a data table.

The data manipulation required by the system predicated the use of the relational model because the program would need access to the data and also have the ability to combine that data using data values. The normal forms defined in relational database theory represent the guidelines for file design [Ref. 3]. Normalization rules are designed to prevent update anomalies and data inconsistencies. The key fields selected for each file, or table (R:Base 5000 refers to files as tables), are critical elements and uniquely define each data entry. Single key fields were attempted for all files but the table of announcement data required two key fields to uniquely identify each record. In a multi-site system, different sites could use the same announcement number to identify different jobs. All other tables contain a single key field and a one-to-many relationship with the ANNOUNCE table. The Bachman diagrams illustrating these relationships are contained in Appendix B.

Using the general system requirements developed by the CPO, process descriptions were defined. These process descriptions provide a list of all data that enter and exit

each module. In addition, the processing narratives were written. It is these narratives which contain the bounded descriptions of the processing that occurs within each module. Appendix C contains the process descriptions for all program modules.

The next step in the logical design was to depict the information flow of the system. This was accomplished by using Data Flow Diagrams (DFD) contained in Appendix D. The DFD is a graphical tool that shows how data and the processes that manipulate data are connected. The previous step of defining process descriptions focused on the general outline of the process. Since initial constraints stressed a "user friendly" system, information flow was first characterized by data moving through various menus presented to the user.

Appendix E contains the data dictionary developed for this system. There are a total of five tables which contain the necessary information determined to be of interest to an applicant. These tables allow for maximum flexibility to modify data. For example, the ANNOUNCE table includes the attribute CTC_ID. This information identifies the individual in the office to see for applying for the vacancy. The contact name was not used in order to avoid vacancy announcements having to be updated for each change of personnel. Using the separate table CONTACT, one update would correct all announcements within the system. Within

the FED table, the attribute CATEGORY was included to permit the system to select the announcements from general job areas of interest to the user. It is this attribute which enables the system to focus on the particular job vacancies the user will be presented. This information is not presently used within the CPO.

III. System Development Phase

The planning phase established the requirements which would be necessary to carry out the required functions. The design phase translates these requirements into software and hardware specifications. Since the rules that govern sound data base design apply to virtually any data management software, initial structural design was begun prior to investigating which DBMS to utilize.

The planning techniques formed the basis for all subsequent system development work. With these design considerations, the next step was to generate the program code. One of the main considerations in choosing R:Base 5000 over other DBMS systems was the Application Express, a code generator. Application Express is a combination report writer, screen formatter and code generator. It also performs the function of defining databases and tables. The programmer interacts with Express via a system of menus and screens. Express leads the programmer through the process definition from the top level down to the detailed functions. As each choice is made, the Express program is evaluating the choice and creating the program to perform the chosen options. Using the application generator enables the programmer to quickly generate code and begin running the application program.

Appendix F contains the overall menu structure of the program. The program is sub-divided to maintain separation of file management procedures (done exclusively by office personnel) and job search/information extraction procedures (done by users). Based on this menu structure, the modular structures were designed (Appendix G) to aid in the coding process.

To protect the information within the tables from unauthorized use, a software resident "password" protection system was coded into the MENU2 module. This code can be modified by editing the value of PASSWD within MENU2.CMD. Completed R:Base code is contained in Appendix H.

IV. IMPLEMENTATION

The finished program was demonstrated to the NPS CPO personnel prior to system implementation. The program satisfied CPO requirements with only minor modifications. For example, instead of the design decision to use the term "Federal Number" when referencing a federal job, it was modified to display "Pay Plan/Series" , which is the current way all office personnel refer to that item.

Testing was conducted with several members from the CPO who were familiar with the present application process. Some individuals without a computer background were selected as testors. The intent of the test was to ensure that the right information was being presented and that the method of obtaining that information was relatively user friendly. The operators experienced no difficulties in using the system or in obtaining the correct data. The initial storage requirements of the system do not exceed 300K but once implemented for the CPO and all required data is entered into files, storage requirements will probably surpass 1MB.

Appendix I contains the User's Manual for the software package. Any users who will be managing the database must become familiar with that appendix and also with the R:Base User's Manual. Modifications could be implemented by customizing the code by using the Rbedit application.

V. CONCLUSIONS AND RECOMMENDATIONS

The NPS Civilian Personnel Office's Job Search Decision Support System has already undergone many iterations. Additional modifications and improvements will undoubtedly be required in the future. For example, the most useful modification of the program would permit various sites to network all information into a central location, thereby granting access to all CPO's in a given geographic region.

Using the Express application for this problem created several problems and led to coding the majority of the system without the aid of the code generator. For instance, when two files were combined to produce the desired output, Application Express limited the programmer to ten columns in the new table. This proved inadequate based on physical design requirements. In addition, the program design was too complicated for the application to handle. It can only generate code to the third sub-level, and the physical design contained five levels.

Another problem with the code generator is that the code produced by Express is difficult to maintain. The routine can be produced in one format only, with no extra routines for security or logging purposes. Express generates code as one main program, not a collection of subroutines which allow for easy debugging and future expansion. In addition,

the generator does not include comment statements, making it more difficult to maintain the program. The use of an application generator can help to accelerate the development process but the tradeoffs may be too great. After initial frustration with the system, the code (Appendix H) was generated without the aid of the code generator.

Application Express was used successfully, however, to define the database structure within the system. Using this program provided a rapid process of developing the tables and helped by making the process of changing existing structures a matter of a few keystrokes.

In addition to using Express to develop the database structure, R:Base provided an excellent means of ensuring that the data entered into the program is within a predefined value range or that it is not duplicate information. The rules designed for this program are listed in Appendix D.

The process of generating code and testing each module brought to light several inherent problems with the R:Base programming language. One of these problems concerned the use of passwords to prevent unauthorized use of the File Management modules (MENU2). To use a password, the programmer must first define the OWNER password, which must be entered each time the R:Base program is initialized. In this situation, the R:Base program would be initialized daily in the morning. The passwords which would be

neccessary for protecting the database were the USER passwords. It is these passwords which safeguard the data in the tables from being read, changed, or both. The R:Base program will accept two types of passwords - RPW (read passwords) and MPW (modify passwords). However, the program forces the programmer to enter read passwords prior to using modify passwords. Therefore, any table which is protected by a password would require the proper password prior to even reading data from it. A user inquiring about job vacancies must be able to read data from the tables without the use of passwords. Therefore, the R:Base password function was not utilized and data security was written into the command file of MENU2.

Another problem that was encountered during the coding phase was the nesting factor of the R:Base programming language. There are three types of blocks which can be used in R:Base: IF blocks, Command file blocks, and WHILE blocks. There is a maximum of ten nesting levels. When a control structure or command file is added to the program, the nesting level increases by one. Initially, the program was designed to permit the user to move from one menu level into the next or the preceding level. The high nesting count at the third sub-level was caused by a combination of WHILE and IF-THEN loops. Therefore, the WHILE loops were rewritten as GOTO statements. This effectively decreased by one the nest count at each sub-level. Even with this

change, it was impossible to enable the system to return to the main menu via menu selections. At the MENU9 level, the nesting factor was at the limit and the only method of returning to the MAIN.CMD level was to utilize a QUIT TO statement. This effectively cleared all nesting levels and returned the user to the first level. However, the user would not be able to return via menu selections.

A recommendation for future versions is to modify the program with a graphics driver which would enable the system to display its forms in a "user friendly" format. This would present a very professional appearance and would reinforce the concept of "easy to use."

A "nice to have" item is the ability to print from the program the job announcement forms in the present format as shown in Appendix A. This would answer some of the user's complaints concerning the fact that the data was entered twice, once on paper and once into the system. Solving this "double duty" would provide office personnel with more time to do their other duties. A disadvantage to this is that most of the data on the present job announcement form is not necessary for a general job search routine. It would overload the system with information and severely reduce system efficiency. In addition, the storage requirements for this information would be staggering.

These recommendations are meant for consideration in future program improvements. In order to effectively

implement this system, the CPO will need to appoint a system manager. It will be this individual's responsibility to ensure that data is properly controlled and that the hardware/software systems within the office are managed. The database requires considerable care. The design and implementation of recovery procedures, database documentation, performance evaluation, system tuning, and new feature evaluation are a few of the tasks which are necessary. This individual should have considerable experience in the data processing activities of the office and should be able to integrate existing systems. During initial investigation, it was noted that the CPO was using DBase II for some of its applications. With the implementation of this system, all processes should be integrated into one language. DBase II does not offer adequate support for all types of applications the CPO will require in the future.

Another major concern for the system manager is data ownership, access, and modification rights. Since data within the CPO is a shared resource, problems may occur regarding who can do what to which data. This individual must consider each shared data-item and determine, in conjunction with the users, access and modification rights. Data security is designed into the program but must be maintained by frequently changing the password.

According to Pressman (Ref. 1), approximately half of all software maintenance is perfective. As iterations occur, new programming techniques often surface. These techniques or approaches normally improve the initial program's efficiency and can be incorporated into the program structure. This program is the initial step using data management tools within a CPO. Effective development and implementation of changes to the program structure will certainly reinforce the positive atmosphere for decision support systems within the Federal workforce.

MERIT STAFFING PROGRAM VACANCY ANNOUNCEMENT

NAVAL POSTGRADUATE SCHOOL
MONTEREY, CALIFORNIA

POSITION: Maintenance Mechanic Leader, WL-4749-10 (\$12.95 - \$14.50 P.H.)	ANNOUNCEMENT NO. 86-23
LOCATION: Public Works Department Naval Postgraduate School Monterey, CA 93943	OPENING DATE: 25 June 1986 CLOSING DATE: 9 July 1986
AREA OF CONSIDERATION: All employees serviced by the Civilian Personnel Office, the Voluntary Applicant Supply File and the Commuting Area.	

DUTIES: This position is located in the Standing Job Order Work Center, Maintenance and Operations Work Division. The incumbent acts as expert for one of the following areas: Electrical, Air Conditioning/Refrigeration, Pipefitting/ Plumbing, Tile & Plate Setting/Painting, Wood Craftsman/Carpentry, Electronics Mechanic, Audio Visual Equipment Mechanic, and Maintenance Machinist. The Leader function of this position will consume approximately 30% of the incumbent's time. This includes such duties as determining and assigning work assignments; insuring correct trade principles are used and work meets acceptable trade standards; passing on sequence instructions, procedures, methods, and deadlines; reporting status and problems; inspecting on-site field conditions, determining any corrective action; orders and obtains stocks and materials; insuring necessary tools and equipment are available; demonstrating proper work methods; and, assuring that safety and housekeeping rules are followed. 70% of the incumbents time will be performing journeyman duties along with other workers.

QUALIFICATIONS REQUIREMENTS: Applicants must have or be able to obtain a California State and Government Driver's License through 1 ton. Applicants must meet all statutory and regulatory requirements for promotion, appointment, or reassignment eligibility. In addition, applicants must have enough of the skills, knowledges, and abilities in the elements listed below to do the work:

- *1. ABILITY TO LEAD.
- *2. KNOWLEDGE OF SPECIFIC TRADES RELATED TO THE POSITION.
3. ABILITY TO COMMUNICATE ORALLY AND IN WRITING.
4. KNOWLEDGE OF SAFETY RULES AND REGULATIONS.

* This is a screen out element. Applicants must score 2 points out of a possible 4 points in order to be considered eligible.

WHO MAY APPLY: ☒ Career/career conditional employees. ☒ Reinstatement eligibles (submit copy of most recent Standard Form 50). ☒ Individuals eligible for an activity held direct hire authority (e.g. VRA, Handicapped, 30% Disabled Veterans)

HOW TO APPLY: Submit a completed Standard Form 171, Personal Qualifications Statement (and Supplemental Questionnaire, if applicable) to the Civilian Personnel Office, Naval Postgraduate School, Monterey, CA 93943. Applications must be received or postmarked by the closing date. Do not submit copies of position/job descriptions or voluminous work examples. All SF-171's and supporting documents will be retained by the Civilian Personnel Office and will not be returned. For further information contact: Mary Jo Fagan (408) 646-2001 or Av 878-2001.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.
(See other side for additional information/requirements)

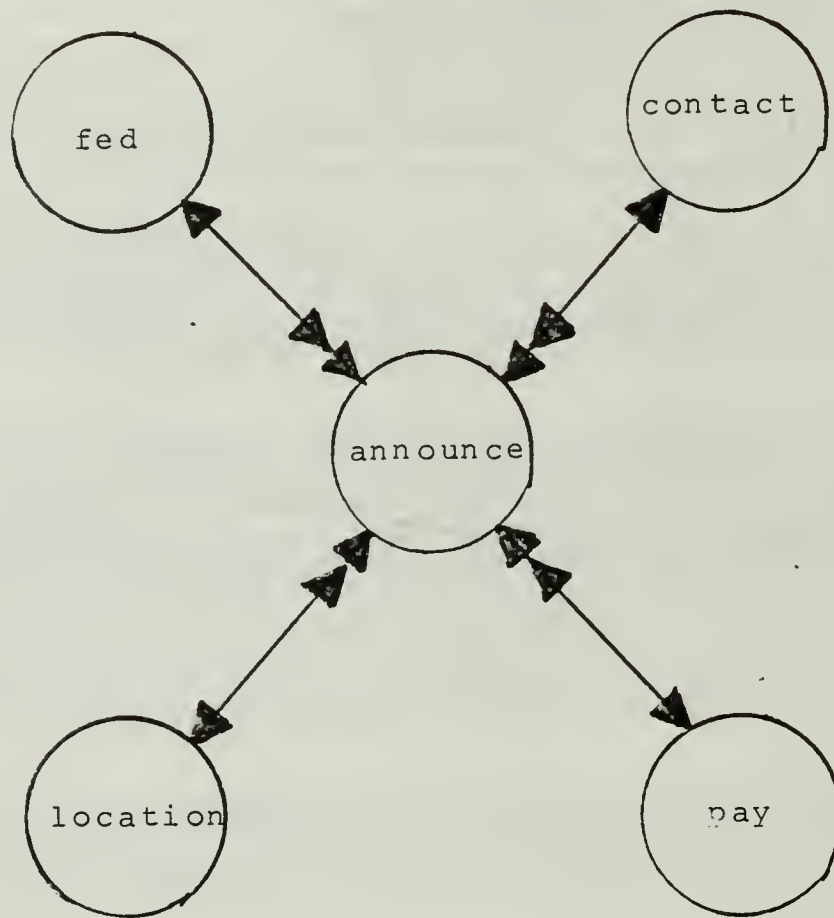
THE FOLLOWING STATEMENTS ARE APPLICABLE IF CHECKED:

- ☐ Selectee may be subject to supervisor/manager probationary period.
- ☐ This position has promotional potential to _____. Promotions are not guaranteed and no promise of promotion is implied.
- ☒ A supplemental questionnaire, available from the Civilian Personnel Office, must be completed by applicants.
- ☐ A secret/top secret security clearance is required for this position.
- ☐ This position is covered by the Merit Pay System.
- ☐ Applicants who previously applied under Vacancy Announcement No. _____ are still under consideration and need not reapply unless there has been a change in their current work assignment/status.
- ☐ All appointable Department of the Navy employees within the area of consideration who apply will be considered.
- ☐ Filling of this position is subject to the requirements of the DOD Program for the Stability of Civilian Employment.
- ☐ Applicants must meet the time-in-grade requirements, qualification requirements, and time after competitive appointment requirements by the closing date of the vacancy announcement.
- ☐ Merit Promotion is but one means of filling a vacancy. Other methods may be used concurrently. A vacancy may be cancelled at any time.
- ☒ Other Please submit a copy of your most recent performance appraisal and OPM Form 1386.

EVALUATION: No written test is required. All applicants will be rated on a scale of 70% to 100% based on the quality of experience and training relevant to the duties of the position. Experience, training, supervisory appraisals and awards will be considered in the rating and ranking of candidates. Statements made on the Personal Qualifications Statement, Supplemental Experience Statement, and any additional information secured by the Civilian Personnel Office will be used in determining the rating.

NOTICE: The Office of Personnel Management considers job applications to be a personal matter and not official government business. Therefore, the use of franked envelopes to submit application papers is considered to be a violation of OPM and Postal regulations.

Applicants should make a copy of their application for their personal use prior to filing it in the Civilian Personnel Office; after submission, copies will not be made.



BACHMAN DIAGRAM

APPENDIX C

PROCESS DESCRIPTION

SYSTEM	NPS Civilian Personnel Office Job Search Program
MODULAR NAME	MAIN.CMD
CALLED BY	RBASE.EXE
CALLS	MAIN.MNU / MAIN.HLP / MENU2.CMD / MENU3.CMD / MENU4.CMD
FILES USED	NONE
PURPOSE	To provide the user with a menu for selecting different parts of the program.
INPUTS	User via keyboard.
OUTPUTS	PICK1
PROCESS DEFINITION	Provide the user with the following choices: <ol style="list-style-type: none">1. File Management2. Job Availability3. Additional Information

PROCESS DESCRIPTION

SYSTEM NPS Civilian Personnel Office Job Search
 Program
MODULAR NAME MENU2.CMD
CALLED BY MAIN.CMD
CALLS MAIN.CMD / MENU2.MNU / MENU2.HLP / MENU5.CMD
FILES USED NONE
PURPOSE To provide the user with a menu for selecting
 which table to perform file operations on.
INPUTS PICK1
OUTPUTS PICK1 / PICK2
PROCESS DEFINITION
 Provide the user with the following choices
 which correspond to the data table to be
 managed:

1. Announcement Listings
2. Federal Job Descriptions
3. Area Location Descriptions
4. Pay Schedule
5. Contact Directory

PROCESS DESCRIPTION

SYSTEM NPS Civilian Personnel Office Job Search
 Program
MODULAR NAME MENU3.CMD
CALLED BY MAIN.CMD
CALLS MENU3.MNU / MENU3.HLP / MENU7.CMD / MAIN.CMD
FILES USED ANNOUNCE
PURPOSE To provide the user with a menu for selecting
 the tenure of the available jobs.
INPUTS User via keyboard / PICK1
OUTPUTS PICK1 / PICK3 / NEWTBL
PROCESS DEFINITION
 Provide the user with the following choices
 which correspond to the various tenures by
 which job vacancies are categorized :

 1. Temporary
 2. Permanent
 3. All Types

PROCESS DESCRIPTION

SYSTEM NPS Civilian Personnel Office Job Search
 Program

MODULAR NAME MENU4.CMD

CALLED BY MAIN.CMD

CALLS MENU4.HLP / MENU4.MNU / MENU10.CMD /
 MENU11.CMD / MENU12.CMD

FILES USED NONE

PURPOSE To allow the user with a menu for selecting
 what additional information to display.

INPUTS User via keyboard / PICK1 / PICK4

OUTPUTS PICK1 / PICK4

PROCESS DEFINITION

 Provide the user with the ability to display
 additional information as selected from the
 following menu:

1. BASE / OFFICE LOCATIONS
2. PAY SCALES
3. SPECIAL HIRING PROGRAMS
4. APPLICATION PROCESS

PROCESS DESCRIPTION

SYSTEM NPS Civilian Personnel Office Job Search
 Program

MODULAR NAME MENU5.CMD

CALLED BY MENU2.CMD

CALLS MENU5.MNU / MENU5.HLP / INFOADD.CMD /
 INFOREM.CMD / INFOCHG.CMD / INFODISP.CMD

FILES USED NONE

PURPOSE To provide the user with a menu for selecting
 the type of management function to perform on
 the selected data table.

INPUTS User via keyboard / PICK1 / PICK2

OUTPUTS PICK1 / PICK2 / PICK5

PROCESS DEFINITION

 Provide the user with the following choices
 which correspond to the various management
 functions that can be performed on the data :

1. Enter New Information
2. Remove Old Information
3. Change Existing Information
4. Display Current Information

PROCESS DESCRIPTION

SYSTEM NPS Civilian Personnel Office Job Search
 Program

MODULAR NAME MENU7.CMD

CALLED BY MENU3.CMD

CALLS MENU7.MNU / MENU7.HLP / MENU8.CMD

FILES USED NEWTBL

PURPOSE To provide the user with a menu for selecting
 the location of job vacancies.

INPUTS User via keyboard / PICK1 / PICK3

OUTPUTS PICK1 / PICK3 / PICK7 / NEWTBL1

PROCESS DEFINITION

 Provide the user with the following choices
 which correspond to the various locations
 within the local area where job vacancies are
 present :

1. Naval Postgraduate School
2. Fort Ord
3. Defense Language Institute
4. All Locations

PROCESS DESCRIPTION

SYSTEM NPS Civilian Personnel Office Job Search
 Program
MODULAR NAME MENU8.CMD
CALLED BY MENU7.CMD
CALLS MENU8.MNU / MENU8.HLP / MENU9.CMD
FILES USED FED
PURPOSE To provide the user with a menu for selecting
 the general occupational area of interest in
 searching for vacancies.
INPUTS User via keyboard / PICK1 / PICK3 / PICK7
OUTPUTS PICK1 / PICK3 / PICK7 / PICK8 / NEWTBL2
PROCESS DEFINITION
 Provide the user with the following choices
 which correspond to the various occupational
 areas which each Federal job is classified by

1. Professional
2. Trades
3. Clerical
4. Medical
5. Administrative
6. All Areas

PROCESS DESCRIPTION

SYSTEM NPS Civilian Personnel Office Job Search Program

MODULAR NAME MENU9.CMD

CALLED BY MENU8.CMD

CALLS MAIN.CMD

FILES USED NEWTBL1 / NEWTBL2 / NEWTBL3 / NEWTBL4 /
 NEWTBL5

PURPOSE To provide the user with a display of all available job announcements based on previous menu selections. In addition, this module requests the user to input the minimum grade level he is interested in searching.

INPUTS User via keyboard / PICK1 / PICK3 / PICK7 /
 PICK8

OUTPUTS Job announcements to user via screen display. Provisions made for future expansion to a printer.

PROCESS DEFINITION

Provide the user with a request for the minimum grade level he is seeking for job vacancies. Following the display of the primary information to the user, he is offered the choice of viewing additional information concerning that particular job announcement. If he is not interested, the next available announcement which meets the stated constraints is displayed. When all vacancies have been shown to the user, he may input a new minimum grade or he can exit to the main menu and perform other system functions.

PROCESS DESCRIPTION

SYSTEM NPS Civilian Personnel Office Job Search
 Program
MODULAR NAME MENU10.CMD
CALLED BY MENU4.CMD
CALLS MENU4.CMD
FILES USED LOCATION
PURPOSE To provide the user with a description of the
 various locations of the offices in the local
 area.
INPUTS User via keyboard / PICK1 / PICK4
OUTPUTS SITEDSP
PROCESS DEFINITION

Provide the user with a description of an
office location based on the user input via
menu display. The output is displayed in
report form using SITEDSP. The process
displays the following choices:

1. NPS
2. FT ORD
3. DLI
4. MISC

PROCESS DESCRIPTION

SYSTEM	NPS Civilian Personnel Office Job Search Program
MODULAR NAME	MENU11.CMD
CALLED BY	MENU4.CMD
CALLS	MENU4.CMD
FILES USED	PAY
PURPOSE	To provide the user with a listing by grade of each pay level in the Federal service.
INPUTS	User via keyboard / PICK1 / PICK4
OUTPUTS	PAYRPT
PROCESS DEFINITION	<p>Provide the user with a listing of the pay by grade level within the Federal service. The output is displayed in the report PAYRPT. The process displays the following choices :</p> <ol style="list-style-type: none">1. GS2. WG3. WL4. WS5. WD6. WN

PROCESS DESCRIPTION

SYSTEM NPS Civilian Personnel Office Job Search
 Program
MODULAR NAME MENU12.CMD
CALLED BY MENU4.CMD
CALLS MENU4.CMD / MENU12.MNU / CURRENT.TXT /
 FORMER.TXT / HANDI.TXT / VET.TXT / SPOUSE.TXT
 / TEMP.TXT / NAF.TXT
FILES USED NONE
PURPOSE To provide the user with a description of the
 various employment programs available.
INPUTS User via keyboard / PICK1 / PICK4
OUTPUTS Various .TXT files according to menu
 selection

PROCESS DEFINITION

Provide the user with descriptions of the various programs available to him if he should want to apply for federal employment. The output is displayed in various text files. The process displays the following choices:

1. Current Employee
2. Former Employee
3. Veteran
4. Handicapped
5. Temporary Employment
6. Non-Appropriated Fund (NAF)
7. Military Spouses

PROCESS DESCRIPTION

SYSTEM	NPS Civilian Personnel Office Job Search Program
MODULAR NAME	INFOADD.CMD
CALLED BY	MENUS.CMD
CALLS	MENUS.CMD
FILES USED	ANNOUNCE / FED / LOCATION / PAY / CONTACT
PURPOSE	To allow the user to enter into the edit function of RBASE.
INPUTS	User via keyboard / PICK1 / PICK2 / PICK5
OUTPUTS	NONE
PROCESS DEFINITION	Provide the user with the ability to add new records into the previously selected table.

PROCESS DESCRIPTION

SYSTEM	NPS Civilian Personnel Office Job Search Program
MODULAR NAME	INFOREM.CMD
CALLED BY	MENUS.CMD
CALLS	MENUS.CMD
FILES USED	ANNOUNCE / FED / LOCATION / PAY / CONTACT
PURPOSE	To allow the user to apply the DELETE function of RBASE.
INPUTS	User via keyboard / PICK1 / PICK2 / PICK5
OUTPUTS.	NONE
PROCESS DEFINITION	Provide the user with the ability to delete existing records from a previously selected table.

PROCESS DESCRIPTION

SYSTEM	NFS Civilian Personnel Office Job Search Program
MODULAR NAME	INFOCHG.CMD
CALLED BY	MENU5.CMD
CALLS	MENU5.CMD
FILES USED	ANNOUNCE / FED / LOCATION / PAY / CONTACT
PURPOSE	To allow the user to apply the EDIT function of RBASE
INPUTS	User via keyboard / PICK1 / PICK2 / PICK5
OUTPUTS	NONE

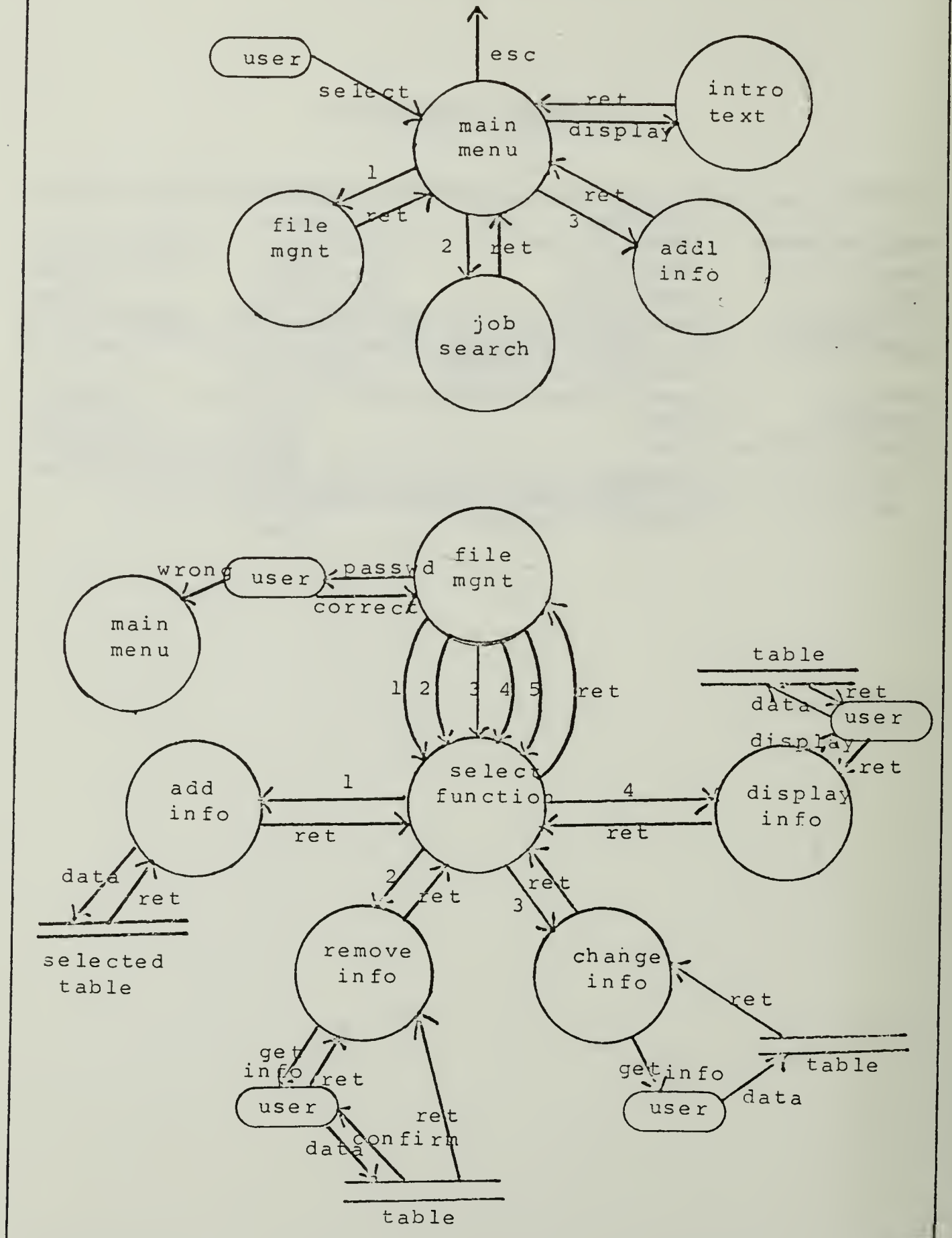
PROCESS DEFINITION

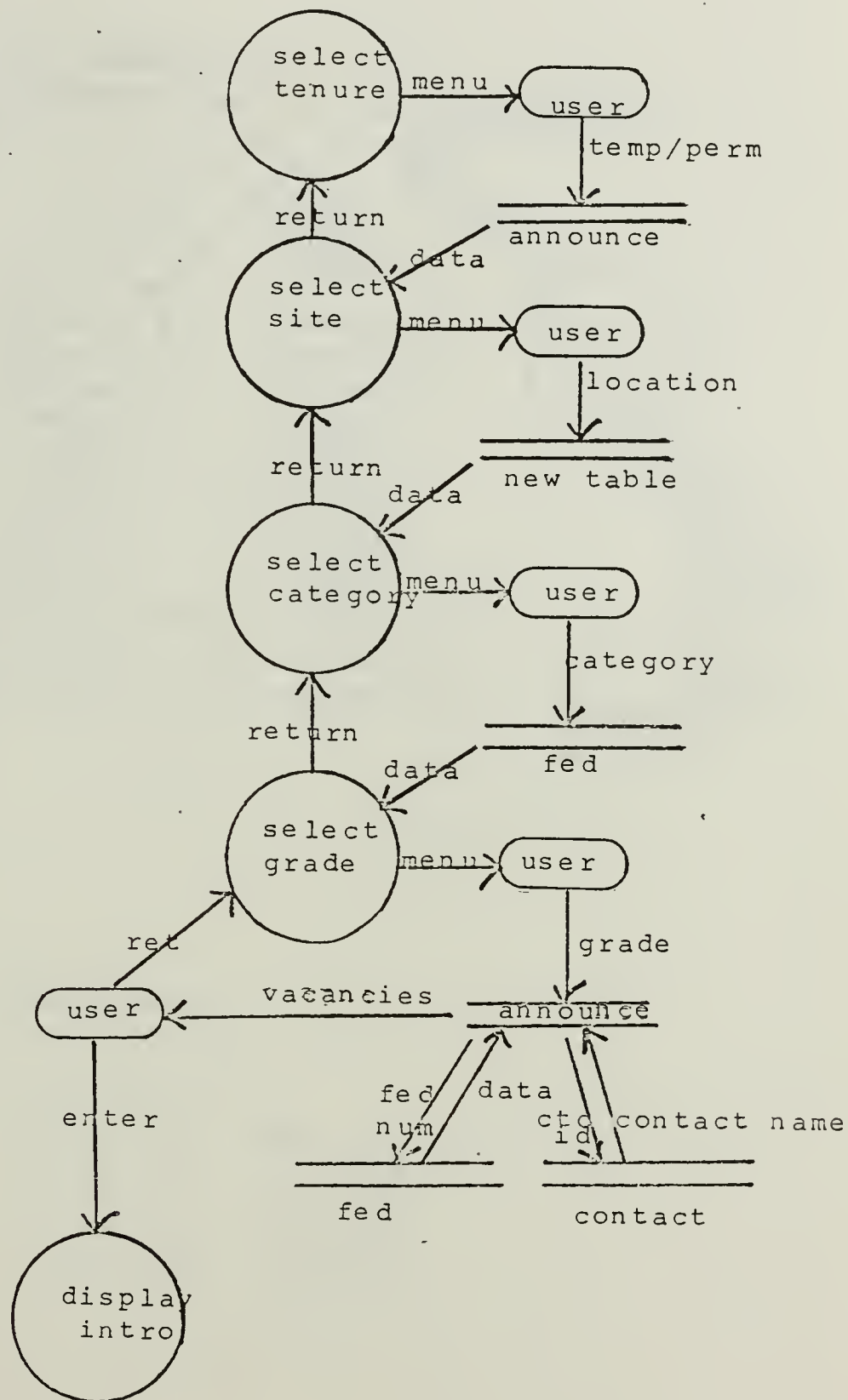
Provide the user with the ability to change existing records from a previously selected table.

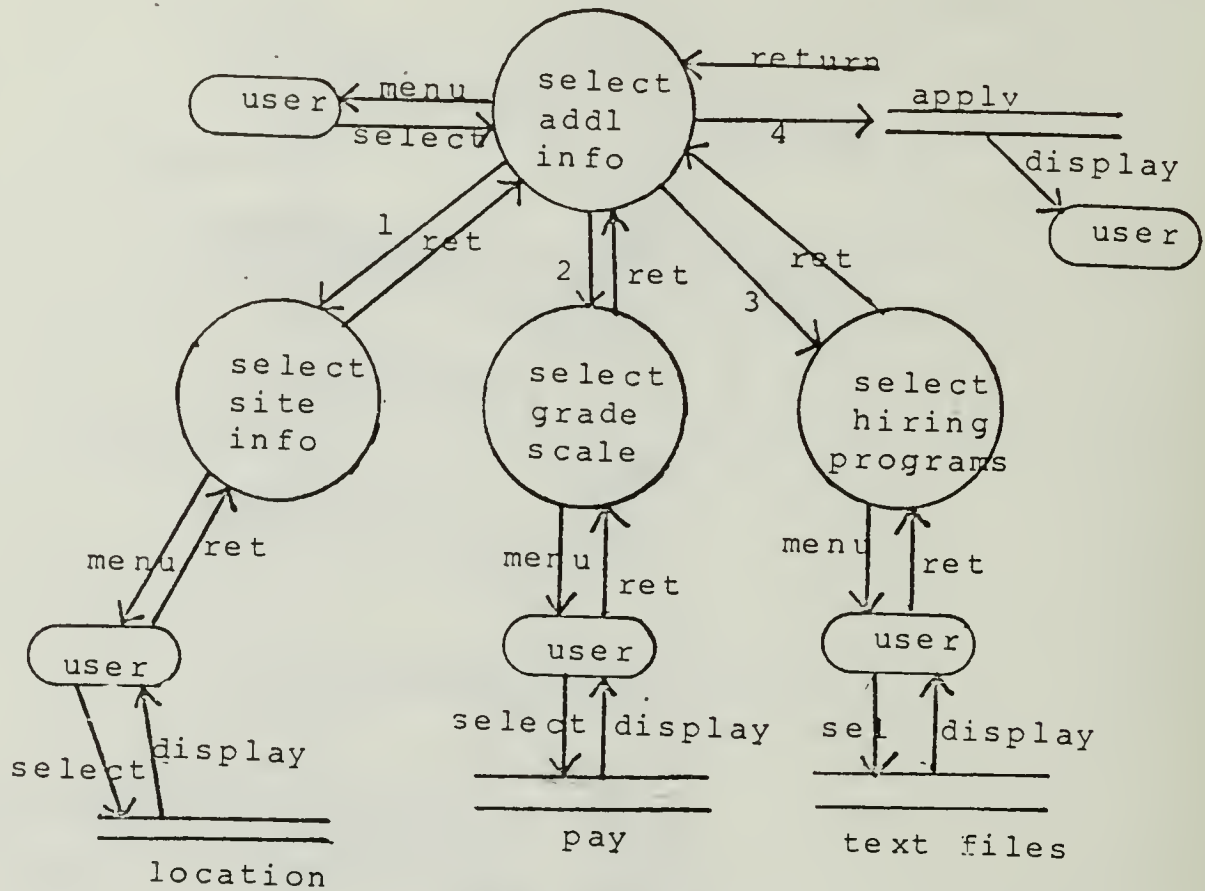
PROCESS DESCRIPTION

SYSTEM	NPS Civilian Personnel Office Job Search Program
MODULAR NAME	INFODISP.CMD
CALLED BY	MENUS.CMD
CALLS	MENUS.CMD
FILES USED	ANNOUNCE / FED / LOCATION / PAY / CONTACT
PURPOSE	To allow the user to apply the SELECT function of RBASE
INPUTS	User via keyboard / PICK1 / PICK2 / PICK5
OUTPUTS	NONE
PROCESS DEFINITION	Provide the user with the ability to display all existing records from a previously selected table.

APPENDIX D
DATA FLOW DIAGRAMS







APPENDIX E
DATA DICTIONARY

Table: announce
Read Password: NO
Modify Password: NO

Column definitions

#	Name	Type	Length	Key
1	number	TEXT	8 characters	
2	site	TEXT	10 characters	
3	open_dt	DATE	1 value(s)	
4	cls_dt	DATE	1 value(s)	
5	tenure	TEXT	4 characters	
6	fed_num	TEXT	7 characters	
7	grade	TEXT	5 characters	
8	SPC_DUTY	TEXT	400 characters	
9	spc_qual	TEXT	300 characters	
10	status	TEXT	1 characters	
11	other	TEXT	1 characters	
12	dir_hire	TEXT	1 characters	
13	etc_id	INTEGER	1 value(s)	

Current number of rows: 5

Table: fed
Read Password: NO
Modify Password: NO

Column definitions

#	Name	Type	Length	Key
1	fed_num	TEXT	7 characters	
2	JOB_NM	TEXT	50 characters	
3	gen_duty	TEXT	350 characters	
4	gen_qual	TEXT	300 characters	
5	category	TEXT	10 characters	

Current number of rows: 19

Table: location
Read Password: NO
Modify Password: NO

Column definitions

#	Name	Type	Length	Key
1	site	TEXT	10 characters	
2	city	TEXT	15 characters	
3	infotxt	TEXT	250 characters	

Current number of rows: 3

Table: pay
Read Password: NO
Modify Password: NO

Column definitions

#	Name	Type	Length	Key
1	grade	TEXT	5 characters	
2	min_pay	DOLLAR	1 value(s)	
3	max_pay	DOLLAR	1 value(s)	

Current number of rows: 51

Table: contact
Read Password: NO
Modify Password: NO

Column definitions

#	Name	Type	Length	Key
1	ctc_id	INTEGER	1 value(s)	
2	ctc_nm	TEXT	30 characters	
3	ph_nm	TEXT	6 characters	

Current number of rows: 7

elementid	descrip	elatype	upperval	lowerval	source	updtfreq	comment
number	announcement_number	text	z	a	cpo		variable identifies vacancy announcement
site	location	text	z	a	cpo		variable identifies originator of announcement
open_dt	opening date	date	12/31/99	01/01/00	cpo		variable specifies first date of applications
cls_dt	closing date	date	12/31/99	01/01/00	cpo		variable specifies final date of application period
tenure	length of employment	text	temp	perm	cpo		variable specifies length of employment
fed_num	pay plan/series	text	ws-9999	gs-0000	cpo		variable specifies federal pay plan/series number
grade	grade level	text	ws-15	gs-01	cpo		variable specifies grade level of announcement
spc_duty	specific job duties	text	z	a	cpo		variable specifies specific job duties
spc_qual	specific quals	text	z	a	cpo		variable specifies specific job qualifications
status	who can apply	text	y	n	cpo		variable tells if status employees can apply
dir_hire	direct hires	text	y	n	cpo		variable tells if direct hire employees can apply
other	other employees	text	y	n	cpo		variable tells if other category of employees can
ctc_id	contact id #	int	9999	0000	cpo		variable specifies contact id #
job_nm	job description	text	z	a	cpo		variable actual job title
gen_duty	general job duties	text	z	a	cpo		variable specifies general job duties
gen_qual	general job quals	text	z	a	cpo		variable specifies general job qualifications
category	job grouping	text	trades	adain	cpo		variable job classification grouping
city	originating site	text	z	a	cpo		variable specifies location of vacancy
infotxt	site information	text	z	a	cpo		variable description of base / office
min_pay	minimum pay	\$	\$999,999	\$0	cpo		variable lists minimum pay in grade
elementid	descrip	elatype	upperval	lowerval	source	updtfreq	comment
max_pay	maximum pay	\$	\$999,999	\$0	cpo		variable lists maximum pay in grade
ctc_nm	contact name	text	z	a	cpo		variable who to see about job
ph_num	phone number	text	999-9999	000-0000	cpo		variable phone number of contact personnel

fileid	descriptid	filetype	access	reclength	numrecs	stored	latest	comment
announce	announcement_file	data	seq	762	6	disk	09/08/86	contains current list of vacancies
fed	federal_job_file	data	seq	717	19	disk	09/08/86	contains list of federal job description
contact	contact_file	data	seq	47	7	disk	09/08/86	contains contact personnel roster
location	site_file	data	seq	275	3	disk	09/08/86	contains site descriptions
pay	pay_file	data	seq	35	31	disk	09/08/86	contains pay schedules

progid	descrip	language	lms_code	lastadd	comments
main	main menu	R:base	1619	09/08/86	calls the main menu
menu2	file aqt	R:base	1118	09/08/86	option:announce/fed/pay/contact/location
menu3	job search	R:base	1235	09/08/86	option:teap/pero/all
menu4	addl information	R:base	1137	09/08/86	option:location/pay/program/applications
menu5	menu for aqt options	R:base	1136	09/08/86	option:add/remove/change/display
menu7	location	R:base	1379	09/08/86	option:NPS/Ft Ord/DLI/Misc
menu8	category	R:base	1706	09/08/86	option:prof/trade/cler/med/admin
menu9	display vacancies	R:base	2804	09/08/86	gets grade/displays vacancies
menu10	site descriptions	R:base	1077	09/08/86	option:NPS/Ft Ord/DLI/Misc
menu11	pay scales	R:base	1691	09/08/86	option:all pay series
menu12	hiring options	R:base	1017	09/08/86	option: various hiring programs
infoadd	adds new data	R:base	654	09/08/86	adds data to specified table
infoera	removes old data	R:base	2776	09/08/86	deletes data from specified table
infochg	changes existing data	R:base	1446	09/08/86	changes data in a specified table
infodisp	displays data	R:base	1161	09/08/86	displays all data in a specified table

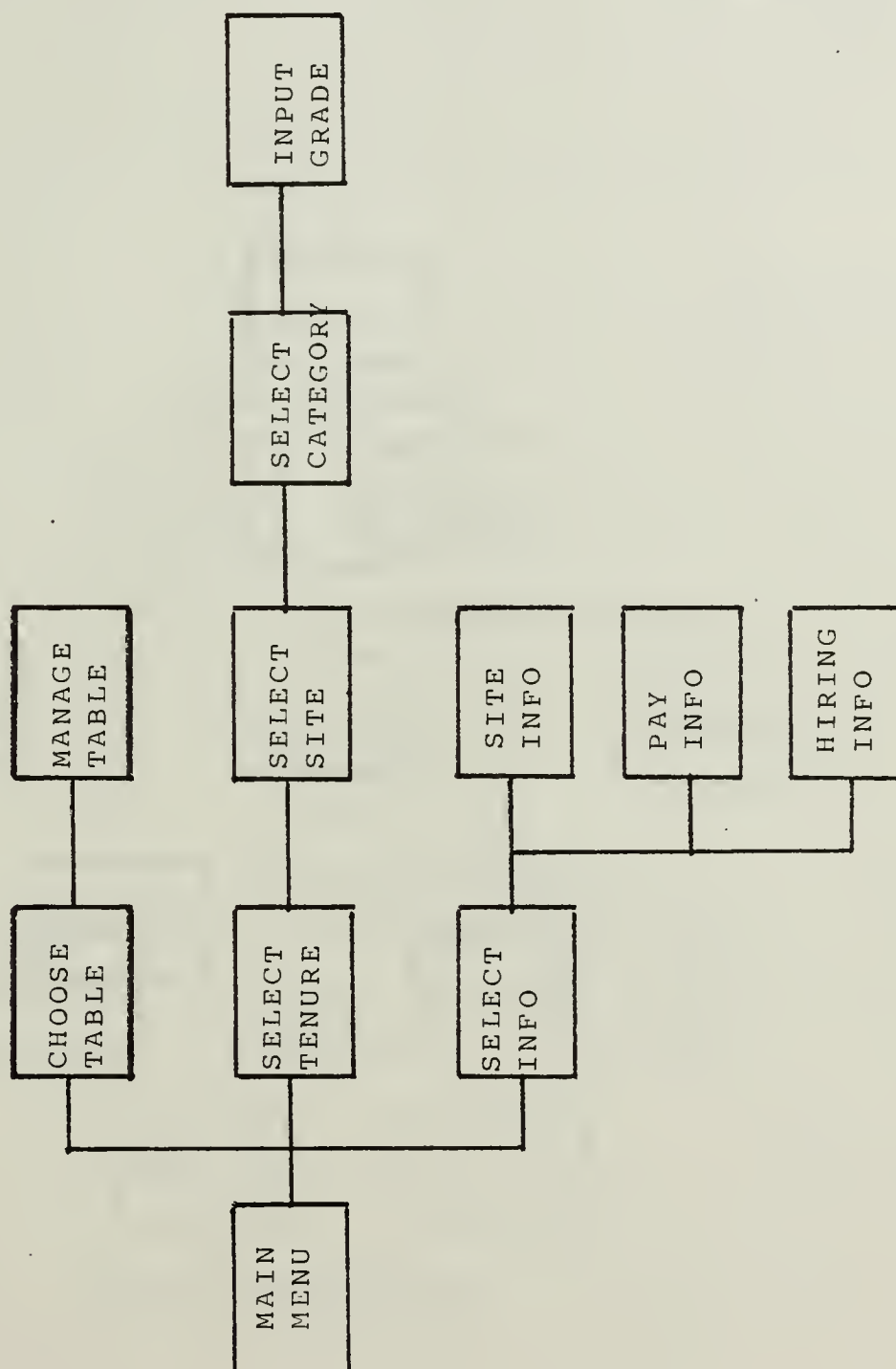
id1	type1	id2	type2
cpo	user	announce	file
cpo	user	fed	file
cpo	user	contact	file
cpo	user	pay	file
cpo	user	location	file
main	program	announce	file
main	program	fed	file
main	program	contact	file
main	program	location	file
main	program	pay	file

NUMRULE	AND/OR	COLNAME1	TABLE1	BOOLEAN	COLNAME2	TABLE2	RULVALUE
1	AND	fed_num	fed	exis			
1	and	job_nm	fed	exis			
1	and	gen_duty	fed	exis			
1	and	gen_qual	fed	exis			
1	and	category	fed	exis			
1	USES		fed				YOU MUST ENTER DATA IN ALL BLOCKS
3	AND	grade	pay	exis			
3	and	min_pay	pay	exis			
3	and	max_pay	pay	exis			
3	USES		pay				YOU MUST ENTER DATA IN ALL BLOCKS
4	AND	number	announce	exis			
4	and	site	announce	exis			
4	and	open_dt	announce	exis			
4	and	cls_dt	announce	exis			
4	and	tenure	announce	exis			
4	and	fed_num	announce	exis			
4	and	grade	announce	exis			
4	USES		announce				YOU MUST ENTER DATA IN ALL BLOCKS
8	ANDS	FED_NUM	FED	NEA	FED_NUM	FED	
8	USES		FED				DUPLICATE JOB NUMBER
NUMRULE	AND/OR	COLNAME1	TABLE1	BOOLEAN	COLNAME2	TABLE2	RULVALUE
9	ANDS	GRADE	PAY	NEA	GRADE	PAY	
9	USES		PAY				PAY GRADE ALREADY IN FILE
10	ANDS	SITE	LOCATION	NEA	SITE	LOCATION	
10	USES		LOCATION				SITE ALREADY IN FILE
11	ANDS	CTC_ID	CONTACT	NEA	CTC_ID	CONTACT	
11	USES		CONTACT				DUPLICATE ID NUMBER
12	AND	grade	announce	eqa	grade	pay	
12	USES		announce				GRADE MUST BE IN PROPER FORMAT - i.e. BE
13	AND	ctc_id	announce	eqa	ctc_id	contact	
13	USES		announce				CONTACT ID # DOES NOT HAVE A NAME ASSOCI
14	AND	SITE	LOCATION	EXIS			
14	AND	CITY	LOCATION	EXIS			
14	AND	INFOGTX	LOCATION	EXIS			
14	USES		LOCATION				YOU MUST ENTER DATA IN ALL BLOCKS
15	AND	TENURE	ANNOUNCE	EQ			TEMP
15	OR	TENURE	ANNOUNCE	EQ			PERM
15	USES		ANNOUNCE				ENTER TEMP OR PERM IN TENURE
17	ANDS	SITE	ANNOUNCE	EQA	SITE	LOCATION	
17	USES		ANNOUNCE				ENTER PROPER FORMAT (IN/3/FT GRAD/CL/MBE
18	AND	CATEGORY	FED	NE			PROF

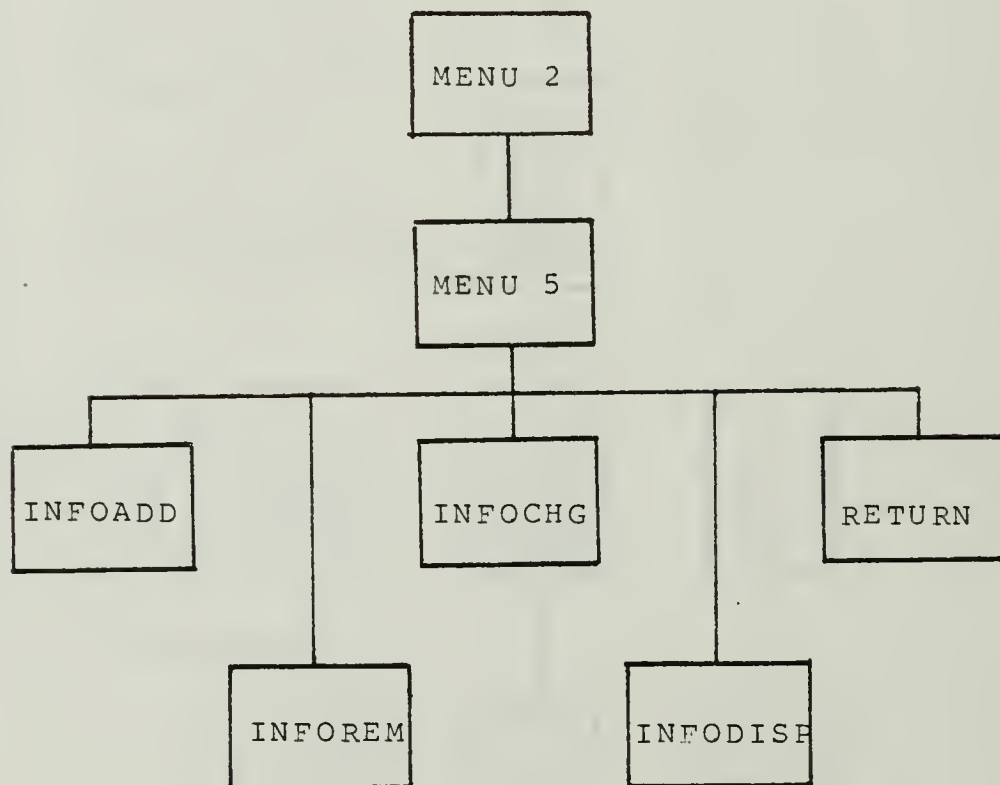
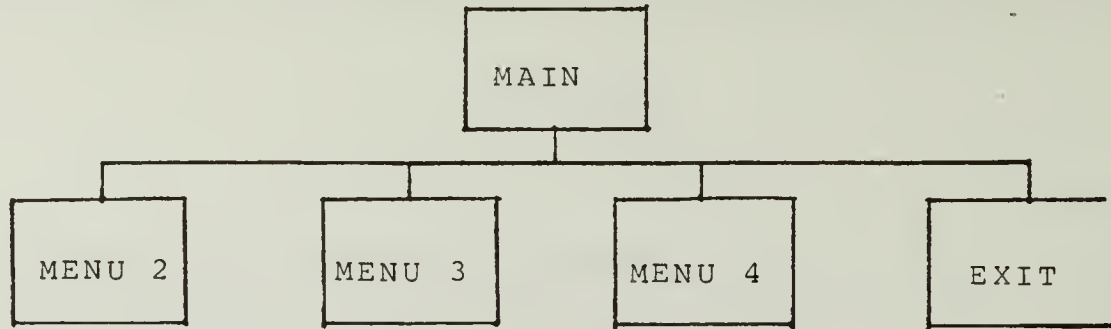
NOYRULE	AND/OR	COLNAME1	TABLE1	BOOLEAN	COLNAME2	TABLE2	RULVALUE
18	OR	CATEGORY	FED	NE			TRADES
18	OR	CATEGORY	FED	NE			CLER
18	OR	CATEGORY	FED	NE			MED
18	OR	CATEGORY	FED	NE			ADMIN
18	USES		FED				IMPROPER CATEGORY ENTRY FORMAT
19	AND	SPC_DUTY	ANNOUNCE	EXIS			
19	AND	SPC_QUAL	ANNOUNCE	EXIS			
19	AND	STATUS	ANNOUNCE	EXIS			
19	AND	OTHER	ANNOUNCE	EXIS			
19	AND	DIR_HIRE	ANNOUNCE	EXIS			
19	USES		ANNOUNCE				YOU MUST ENTER DATA IN ALL BLOCKS
20	ANDS	CTC_ID	CONTACT	EXIS			
20	AND	CTC_NM	CONTACT	EXIS			
20	AND	PH_NUM	CONTACT	EXIS			
20	USES		CONTACT				YOU MUST ENTER DATA IN ALL BLOCKS

APPENDIX F

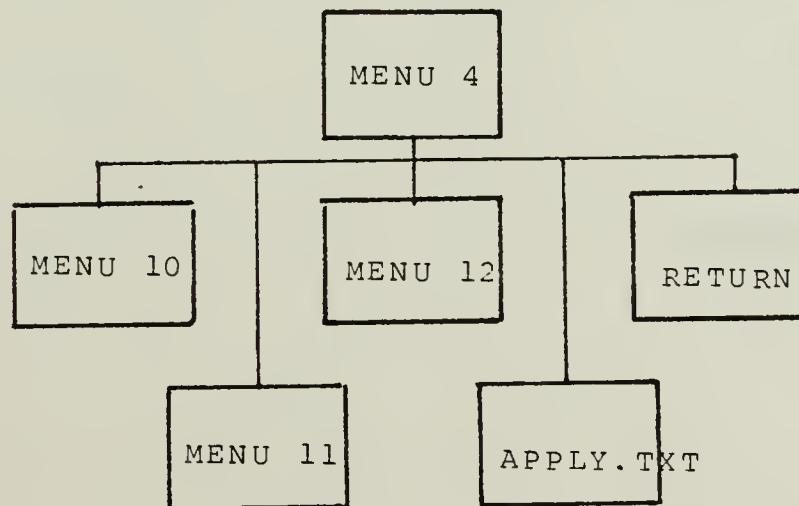
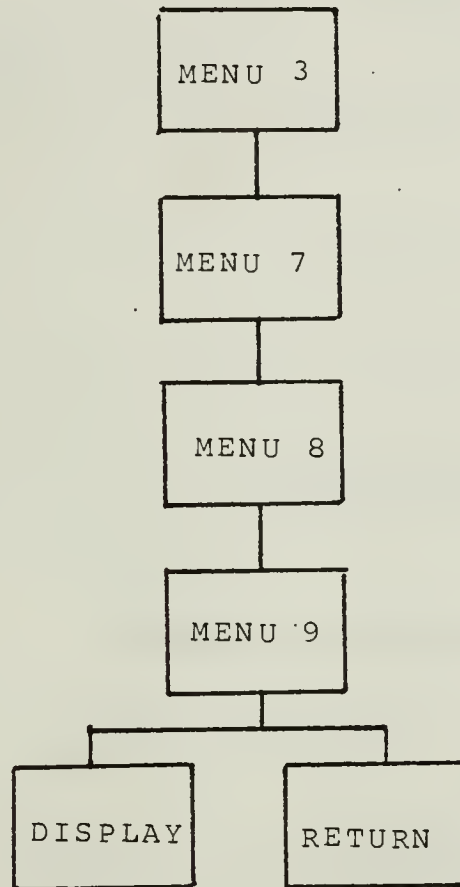
PROGRAM MENU STRUCTURE



APPENDIX G



MODULAR STRUCTURES



```

*)*****
*)          MAIN.CMD          *)
*)          CIVILIAN PERSONNEL JOB SEARCH      *)
*)          MAIN MENU PROGRAM      *)
*)          (c) 1986 ROBERT C. SAIN          *)
*)*****

```

```

SET MESSAGE OFF
SET LINES 24
OPEN JOBHUNT
SET RULES ON
SET ERROR MESSAGE ON
SET VAR PICK1 INT
SET VAR TODAY DATE
SET VAR ANS TEXT
*)*****

```

```

NEWPAGE
IF TODAY FAILS THEN
*) (THE FOLLOWING DELETES FROM THE DATABASE ALL JOB VACANCIES)
*) (WHICH ARE NOW OUT OF DATE)
SET VAR TODAY TO #DATE
LABEL AGAIN
WRITE "TODAY'S DATE: " AT 10,15
SHOW VAR TODAY AT 10,30
FILLIN ANS USING "IS THIS THE CORRECT DATE ? (Y/N) ==> " AT 15,15
IF ANS EQ Y THEN
    DELETE ROWS FROM ANNOUNCE WHERE CLS_DT LT .TODAY
ELSE
    NEWPAGE
    FILLIN TODAY USING "ENTER THE CORRECT DATE (MM/DD/YY) ==> " AT 15,15
    NEWPAGE
    GOTO AGAIN
ENDIF
CLEAR ANS
NEWPAGE
ENDIF
*) (PRINT INTRODUCTION SCREEN)
DRAW INTRO
PAUSE
NEWPAGE

LABEL STARTMAIN
NEWPAGE

*) (GET SELECTION FROM MAIN MENU)
WRITE "SELECT <F10> FOR HELP" AT 23,30
CHOOSE PICK1 FROM MAIN.MNU

```

```
IF PICK1 EQ -1 THEN
  NEWPAGE
  DISPLAY HELPMAIN.HLP
  WRITE "PRESS ANY KEY TO CONTINUE " at 25,27
  PAUSE
ENDIF
IF PICK1 EQ 0 THEN
  GOTO ENDMAIN
ENDIF
IF PICK1 EQ 1 THEN
  RUN MENU2.CMD
ENDIF
IF PICK1 EQ 2 THEN
  RUN MENU3.CMD
ENDIF
IF PICK1 EQ 3 THEN
  RUN MENU4.CMD
ENDIF

GOTO STARTMAIN
LABEL ENDMAIN
CLEAR TODAY
NEWPAGE
```

MAIN
COLUMN NPS CIVILIAN PERSONNEL JOB SEARCH PROGRAM
FILE MANAGEMENT
CHECK JOB VACANCIES
SEEK ADDITIONAL INFORMATION

HELP FOR MAIN MENU

=====

Select (1) for File Management

- this selection will permit you to select a file and :
 - * adding records
 - * deleting records
 - * changing existing records
 - * displaying existing records
- You will need a proper password to enter this segment of the program.

Select (2) for Job Vacancies

- this selection will lead you through a series of menus which will enable the system to display to you the current job vacancies for which you qualify.

Select (3) for Additional Information

- this selection will offer various areas which contain amplifying information of possible interest.

```

* /*****
* (          MENU2.CMD          *)
* (      CIVILIAN PERSONNEL JOB SEARCH      *)
* (      FILE MANAGEMENT PROGRAM      *)
* (      (c) 1986  ROBERT. C. GAIN      *)
* /*****

SET VAR PICK2 INT
SET VAR PICK2 TO 1
SET VAR PASSWD TEXT

*(GET USER PASSWORD TO ENABLE BOTH READ AND MODIFY CAPABILITIES)
NEWPAGE
WRITE "PRESS <ENTER> TO RETURN TO MAIN MENU" AT 24,20
FILLIN PASSWD USING "ENTER PASSWORD ==> " AT 10,25
IF PASSWD NE "INSANE" OR PASSWD FAILS THEN
    RETURN
ENDIF

CLEAR PASSWD
*(GET SELECTION FROM MENU2)
WHILE PICK2 NE 6 THEN
    NEWPAGE
    WRITE "SELECT <F10> FOR HELP" AT 23,30
    CHOOSE PICK2 FROM MENU2.MNU
    IF PICK2 EQ -1 THEN
        NEWPAGE
        DISPLAY MENU2.HLP
        WRITE "PRESS ANY KEY TO CONTINUE" at 25,27
        PAUSE
    ENDIF
    IF PICK2 NE 6 AND PICK2 NE -1 THEN
        RUN MENU5.CMD
    ENDIF
ENDWHILE
CLEAR PICK2
RETURN

```


MENUC

COLUMN FILE MANAGEMENT.

ANNOUNCEMENT LISTINGS

FEDERAL JOB DESCRIPTIONS

AREA LOCATION DESCRIPTIONS

PAY SCHEDULE

CONTACT DIRECTORY

GO BACK TO PREVIOUS MENU

HELP FOR MENU2

=====

- YOUR SELECTION FROM THE MENU WILL ENABLE YOU TO ENTER THAT DATA STRUCTURE FOR THE PURPOSE OF
 - ENTERING DATA
 - DELETING DATA
 - CHANGING DATA
 - DISPLAYING DATA
- IF YOU ENTERED AN IMPROPER PASSWORD, YOU WILL NOT BE ALLOWED TO PERFORM ANY OF THESE FUNCTIONS ON THE DATA.

```

*****
*          MENU3.CMD          *
*  CIVILIAN PERSONNEL OFFICE JOB SEARCH  *
*  JOB AVAILABILITY BY TYPE            *
*  (C) 1986  ROBERT C. SAIN          *
*****

```

```

SET VAR PICK3 INT
SET VAR PICK3 TO 1

```

```

LABEL STARTMENU3
NEWPAGE

```

```

/*GET SELECTION FROM MENU3)
WRITE "SELECT <F10> FOR HELP" AT 23,30
CHOOSE PICK3 FROM MENU3.MNU
IF PICK3 EQ -1 THEN
    NEWPAGE
    DISPLAY MENU3.HLP
    WRITE "PRESS ANY KEY TO CONTINUE" AT 23,37
    PAUSE

```

```

ENDIF

```

```

IF PICK3 EQ 1 THEN
    PROJECT NEWTBL FROM ANNOUNCE USING ALL +
        WHERE TENURE EQ TEMP
    RUN MENU7.CMD
    REMOVE NEWTBL

```

```

ENDIF

```

```

IF PICK3 EQ 2 THEN
    PROJECT NEWTBL FROM ANNOUNCE USING ALL +
        WHERE TENURE EQ PERM
    RUN MENU7.CMD
    REMOVE NEWTBL

```

```

ENDIF

```

```

IF PICK3 EQ 3 THEN
    PROJECT NEWTBL FROM ANNOUNCE USING ALL
    RUN MENU7.CMD
    REMOVE NEWTBL

```

```

ENDIF

```

```

IF PICK3 EQ 4 THEN
    GOTO ENDMENU3

```

```

ENDIF

```

```

GOTO STARTMENU3

```

```

LABEL ENDMENU3

```

```

NEWPAGE

```

```

WRITE "ONE MOMENT PLEASE" AT 13,32

```

```

CLEAR PICK3

```

```

PACK

```

```

RETURN

```

MENU3
COLUMN WHAT TYPE OF JOB ARE YOU LOOKING FOR?
TEMPORARY
PERMANENT
ALL TYPES
GO BACK TO PREVIOUS MENU

HELP FOR MENU3
=====

- SELECT (1) FOR ALL JOBS WHICH ARE CLASSIFIED AS TEMPORARY EMPLOYMENT OPPORTUNITIES.
- SELECT (2) FOR ALL JOBS WHICH ARE CLASSIFIED AS PERMANENT EMPLOYMENT OPPORTUNITIES.
- SELECT (3) FOR ALL JOBS.
- SELECT (4) TO RETURN TO THE MAIN MENU.

```

* (***** )
* (          MENU4.CMD          )
* (  CIVILIAN PERSONNEL OFFICE JOB SEARCH  )
* (          ADDITIONAL INFORMATION MODULE  )
* (          (c) 1986  ROBERT C. SAIN      )
* (***** )

```

```

SET VAR PICK4 INT
SET VAR PICK4 TO 1

```

```

*(GET SELECTION FROM MENU4)
WHILE PICK4 NE 5 THEN
    NEWPAGE
    WRITE "SELECT <F10> FOR HELP" AT 23,30
    CHOOSE PICK4 FROM MENU4.MNU
    IF PICK4 EQ -1 THEN
        NEWPAGE
        DISPLAY MENU4.HLP
        WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27
        PAUSE
    ENDIF
    IF PICK4 EQ 1 THEN
        RUN MENU10.CMD
    ENDIF
    IF PICK4 EQ 2 THEN
        RUN MENU11.CMD
    ENDIF
    IF PICK4 EQ 3 THEN
        RUN MENU12.CMD
    ENDIF
    IF PICK4 EQ 4 THEN
        NEWPAGE
        DISPLAY APPLY.TXT
        PAUSE
    ENDIF
ENDWHILE

CLEAR PICK4
RETURN

```

MEN4.MNU

COLUMN WHAT TOPIC DO YOU WISH MORE INFORMATION ABOUT?

BASE / OFFICE LOCATIONS

PAY SCALES

SPECIAL HIRING PROGRAMS

APPLICATION PROCESS

RETURN TO PREVIOUS MENU

HELP FOR MENU4

=====

- THE FOLLOWING CHOICES CAN BE MADE TO PRESENT TO YOU MORE INFORMATION ABOUT A CERTAIN AREA OF THE JOB APPLICATION PROCESS. THE INFORMATION WILL BE DISPLAYED ON THE SCREEN.
- SELECT (1) FOR INFORMATION ABOUT THE VARIOUS EMPLOYMENT LOCATIONS.
- SELECT (2) FOR THE CURRENT PAY SCALE BY GRADE
- SELECT (3) FOR INFORMATION ABOUT VARIOUS HIRING PROGRAMS:
 - CURRENT EMPLOYEES
 - VETERANS
 - HANDICAPPED
 - MILITARY SPOUSES
- SELECT (4) FOR INFORMATION ABOUT HOW TO APPLY.
- SELECT (5) TO RETURN TO THE MAIN MENU.


```

!(!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!)
!(              MENUS.CMD              )
!(  CIVILIAN PERSONNEL OFFICE JOB SEARCH  )
!(  FUNCTION EXECUTION PROGRAM          )
!(  (c) 1986 ROBERT C. SAIN            )
!(!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!)

```

```

SET VAR PICK5 INT
SET VAR PICK5 TO 1

```

```

*(GET SELECTION FROM MENUS)
WHILE PICK5 NE 5 THEN
    NEWPAGE
    WRITE "SELECT <F10> FOR HELP" AT 23,30
    CHOOSE PICK5 FROM MENUS.MNU
    IF PICK5 EQ -1 THEN
        NEWPAGE
        DISPLAY MENUS.HLP
        WRITE "PRESS ANY KEY TO CONTINUE " AT 25,27
        PAUSE
    ENDIF
    IF PICK5 EQ 1 THEN
        RUN INFOADD.CMD
    ENDIF
    IF PICK5 EQ 2 THEN
        RUN INFOREM.CMD
    ENDIF
    IF PICK5 EQ 3 THEN
        RUN INFOCHG.CMD
    ENDIF
    IF PICK5 EQ 4 THEN
        RUN INFODISP.CMD
    ENDIF
ENDWHILE

```

```

NEWPAGE
WRITE "ONE MOMENT PLEASE" AT 17,30
CLEAR PICK5
PACK
RETURN

```

MENUE

COLUMN WHICH MANAGEMENT FUNCTION DO YOU WISH TO PERFORM
ENTER NEW INFORMATION
REMOVE OLD INFORMATION
CHANGE EXISTING INFORMATION
DISPLAY CURRENT INFORMATION
GO BACK TO PREVIOUS MENU

HELP FOR MENUS

=====

- SELECT (1) IF YOU WANT TO ENTER NEW INFORMATION.
- SELECT (2) IF YOU WANT TO REMOVE EXISTING INFORMATION. YOU WILL BE ASKED WHAT INFORMATION IS TO BE REMOVED AND IT WILL BE DISPLAYED TO YOU TO ENSURE IT IS THE DATA YOU WISH REMOVED.
- SELECT (3) IF YOU WANT TO CHANGE EXISTING INFORMATION. YOU WILL BE ASKED WHAT INFORMATION IS TO BE CHANGED AND THE CURRENT INFORMATION WILL BE DISPLAYED SO THAT YOU MAY EDIT IT. WHEN YOU ARE FINISHED WITH THE CHANGES, YOU MUST ENSURE THAT YOU SAVE THE NEW DATA.
- SELECT (4) IF YOU WISH THE CURRENT INFORMATION TO BE DISPLAYED ON THE SCREEN.
- SELECT (5) WILL RETURN YOU TO MENU 1 WHERE YOU CAN SELECT ANOTHER DATA TABLE.

MENU7

COLUMN WHERE ARE YOU INTERESTED IN LOOKING FOR JOBS?

NAVAL POSTGRADUATE SCHOOL (NPS)

FORT ORD

DEFENSE LANGUAGE INSTITUTE (DLI)

ALL LOCATIONS

GO BACK TO PREVIOUS MENU

HELP FOR MENU7

=====

- SELECT THE CHOICE OF LOCATIONS WHERE YOU WISH TO INQUIRE ABOUT JOB VACANCIES. ONLY VACANCIES AT THE SELECTED LOCATION WILL BE SHOWN.
- SELECT (4) FOR VARIOUS SMALLER HIRING AGENCIES IN THE LOCAL AREA. THESE INCLUDE:
 - SOCIAL SECURITY OFFICE
 - INTERNAL REVENUE SERVICE
 - POST OFFICE

1997


```
IF PICK8 EQ 6 THEN
    PROJECT NEWTBL2 FROM FED USING ALL
    RUN MENU0.CMD
    REMOVE NEWTBL2
ENDIF
IF PICK8 EQ 7 THEN
    GOTO ENDMENU0
ENDIF

GOTO STARTMENU0
LABEL ENDMENU0
NEWPAGE
WRITE "ONE MOMENT PLEASE" AT 13,32
CLEAR PICK8
PACK
RETURN
```

MENUS

COLUMN WHAT OCCUPATIONAL AREA ARE YOU INTERESTED IN LOOKING FOR JOBS?

PROFESSIONAL

TRADES

CLERICAL

MEDICAL

ADMINISTRATIVE

ALL AREAS

GO BACK TO PREVIOUS MENU

HELP FOR MENUS

=====

- EACH JOB IS CATEGORIZED BY AN OCCUPATIONAL AREA.

- PROFESSIONAL : FIRE PROTECTION AND PREVENTION
POLICE / GUARD
- TRADES : ALL W5 / W6 / W7 / W8
- CLERICAL : SECRETARY
CLERK-TYPIST
- MEDICAL : NURSE
DENTIST
DIETITIAN AND NUTRITIONIST
- ADMINISTRATIVE : FINANCIAL ADMINISTRATIVE
ACCOUNTING

```

* (*****))
*(          MENU9.CMD          )
*(  CIVILIAN PERSONNEL OFFICE JOB SEARCH  )
*(          JOB AVAILABILITY BY GRADE          )
*(          (-) 1986 ROBERT C. SAIN          )
*(*****))

```

```

SET VAR WHGRADE TEXT
SET VAR MORE TEXT

```

```

*(COMBINE ALL INFORMATION IN ONE TABLE)
NEWPAGE
INTERSECT NEWTBL1 WITH NEWTBL2 FORMING NEWTBL3
INTERSECT PAY WITH NEWTBL3 FORMING NEWTBL4
REMOVE NEWTBL3
INTERSECT CONTACT WITH NEWTBL4 FORMING NEWTBL5
REMOVE NEWTBL4

```

```

*(GET GRADE LEVEL USER IS INTERESTED IN)
LABEL AGAIN
NEWPAGE
WRITE " *** PRESS <ENTER> TO RETURN TO MAIN MENU *** " AT 25,15
FILLIN WHGRADE USING "ENTER MINIMUM GRADE YOU ARE CONSIDERING (ie 62-03) ==> " +
    AT 3,5
IF WHGRADE FAILS THEN
    GOTO NOMORE
ENDIF

```

```

SET POINTER #1 P1 FOR NEWTBL5 WHERE GRADE GE .WHGRADE

```

```

*(DISPLAY ALL VACANCIES WHICH SATISFY USER INPUTS)
IF P1 NE 0 THEN
    NEWPAGE
    WRITE "THERE ARE NO CURRENT VACANCIES BASED ON YOUR CHOICES" AT 10,14
    WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27
    PAUSE
    GOTO AGAIN

```

```

ENDIF

```

```

WHILE P1 EQ 0 THEN
    NEWPAGE
    SET VAR NUMBER TO NUMBER IN #1
    SET VAR SITE TO SITE IN #1
    SET VAR OPEN_DT TO OPEN_DT IN #1
    SET VAR CLS_DT TO CLS_DT IN #1
    SET VAR FED_NUM TO FED_NUM IN #1
    SET VAR MIN_PAY TO MIN_PAY IN #1
    SET VAR GRADE TO GRADE IN #1
    SET VAR MAX_PAY TO MAX_PAY IN #1
    SET VAR JOB_NM TO JOB_NM IN #1
    SET VAR STATUS TO STATUS IN #1
    SET VAR OTHER TO OTHER IN #1
    SET VAR DIR_HIRE TO DIR_HIRE IN #1
    SET VAR CTC_NM TO CTC_NM IN #1
    SET VAR PH_NUM TO PH_NUM IN #1
    DRAW JOBFORM WITH ALL

```

```

FILLIN MORE USING "DO YOU WISH MORE INFO ABOUT THIS LISTING (Y/N) ==> "AT 23,13
IF MORE EQ Y THEN
    NEWPAGE
    SET VAR GEN_DUTY TO GEN_DUTY IN #1
    SET VAR SPC_DUTY TO SPC_DUTY IN #1
    DRAW JOBFORM1 WITH ALL
    WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27
    PAUSE
    NEWPAGE
    SET VAR GEN_QUAL TO GEN_QUAL IN #1
    SET VAR SPC_QUAL TO SPC_QUAL IN #1
    DRAW JOBFORM2 WITH ALL
    WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27
    PAUSE
ENDIF
CLEAR MORE
NEXT #1 P1
NEWPAGE
ENDWHILE
NEWPAGE
WRITE "***JOB SEARCH COMPLETE***" AT 15,27
LABEL NOMORE

NEWPAGE
WRITE "ONE MOMENT PLEASE" AT 13,32
REMOVE NEWTBL5
REMOVE NEWTBL2
REMOVE NEWTBL1
REMOVE NEWTBL
CLEAR PICKDISP
CLEAR WHGRADE
PACK
QUIT TO MAIN.CMD

MENU?
COLUMN WHAT GRADE ARE YOU LOOKING AT?
ENTER MINIMUM GRADE
ALL GRADES
GO BACK TO PREVIOUS MENU

```

```

1(#####)
1(      MENU10.CMD      )
1(      CIVILIAN PERSONNEL OFFICE JOB SEARCH      )
1(      ORIGINATING SITE INFORMATION QUERY      )
1(      (c) 1986 ROBERT C. SAIN      )
1(#####)

```

SET VAR PICK10 INT

NEWPAGE

1(GET SELECTION FROM MENU10)

CHOOSE PICK10 FROM MENU10.MNU

NEWPAGE

IF PICK10 EQ 1 THEN

PRINT SITEDSP WHERE SITE EQ NPS

WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27

PAUSE

ENDIF

IF PICK10 EQ 2 THEN

PRINT SITEDSP WHERE SITE EQ "FT ORD"

WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27

PAUSE

ENDIF

IF PICK10 EQ 3 THEN

PRINT SITEDSP WHERE SITE EQ DLI

WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27

PAUSE

ENDIF

IF PICK10 EQ 4 THEN

PRINT SITEDSP WHERE SITE EQ MISC

WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27

PAUSE

ENDIF

CLEAR PICK10

RETURN

MENU10

COLUMN CHOOSE SITE FOR MORE INFORMATION

NAVAL POSTGRADUATE SCHOOL

FORT ORD

DEFENSE LANGUAGE INSTITUTE

MISC COMMANDS

2007-05-01

MENU1:

COLUMN SELECT GRADE CATEGORY

GS

SH

WB

WL

WS

WD

WN

LIST ALL CATEGORIES

GO BACK TO PREVIOUS MENU

```

1(!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!)
1(          MENU12.CMD          .)
1(  CIVILIAN PERSONNEL OFFICE JOB SEARCH  )
1(          SPECIAL HIRING PROGRAMS      )
1(          (c) 1986  ROBERT C. SAIN      )
1(!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!)

```

```

SET VAR PICK12 INT
SET VAR PICK12 TO 1

```

```

WHILE PICK12 NE 8 THEN
NEWPAGE
CHOOSE PICK12 FROM MENU12.MNU
NEWPAGE

```

```

IF PICK12 EQ 1 THEN
    DISPLAY CURRENT.TXT
    PAUSE
ENDIF

```

```

IF PICK12 EQ 2 THEN
    DISPLAY FORMER.TXT
    PAUSE
ENDIF

```

```

IF PICK12 EQ 3 THEN
    DISPLAY HANDI.TXT
    PAUSE
ENDIF

```

```

IF PICK12 EQ 4 THEN
    DISPLAY VET.TXT
    PAUSE
ENDIF

```

```

IF PICK12 EQ 5 THEN
    DISPLAY TEMP.TXT
    PAUSE
ENDIF

```

```

IF PICK12 EQ 6 THEN
    DISPLAY NAF.TXT
    PAUSE
ENDIF

```

```

IF PICK12 EQ 7 THEN
    DISPLAY SPOUSE.TXT
    PAUSE
ENDIF

```

```

ENDWHILE
CLEAR PICK12
RETURN

```

MENU12
COLUMN WHAT SPECIAL HIRING PROGRAM DO YOU WISH INFO ABOUT?
CURRENT EMPLOYEES
FORMER EMPLOYEES
HANDICAPPED
VETERANS
TEMPORARY EMPLOYMENT
NON-APPROPRIATED FUND (NAF)
MILITARY SPOUSES
GO BACK TO PREVIOUS MENU

```

*(*****
*(          INFOADD.CMD          )
*(  CIVILIAN PERSONNEL OFFICE JOB SEARCH  )
*(          INFORMATION ADDITIONS          )
*(          (c) 1986  ROBERT C. SAIN          )
*(*****

```

```

*(DEPENDING ON MENU CHOICE, THE APPROPRIATE TABLE IS ENTERED)

```

```

NEWPAGE

```

```

IF PICK2 EQ 1 THEN
    ENTER ANNOUNCE

```

```

ENDIF

```

```

IF PICK2 EQ 2 THEN
    ENTER FED

```

```

ENDIF

```

```

IF PICK2 EQ 3 THEN
    ENTER LOCATION

```

```

ENDIF

```

```

IF PICK2 EQ 4 THEN
    ENTER PAY

```

```

ENDIF

```

```

IF PICK2 EQ 5 THEN
    ENTER CONTACT

```

```

ENDIF

```

```

RETURN

```

```

(*****)
*(          INFOREM.CMD          )
*(  CIVILIAN PERSONNEL OFFICE JOB SEARCH  )
*(          INFORMATION REMOVAL          )
*(          (c) 1986   ROBERT C. SAIN          )
*(*****)
SET VAR WHNUM TEXT
SET VAR WHSITE TEXT
SET VAR WHGRADE TEXT
SET VAR WHCTC TEXT
SET VAR DELCON TEXT
NEWPAGE

(DELETE THE PROPER INFORMATION)
IF PICK2 EQ 1 THEN
    NEWPAGE
    FILLIN WHNUM USING "ENTER ANNOUNCEMENT NUMBER TO DELETE ==> " AT 5,20
    FILLIN WHSITE USING "ENTER ORIGINATING SITE ==> " AT 7,20
    NEWPAGE
    SELECT NUMBER SITE OPEN_DT CLS_DT FROM ANNOUNCE +
        WHERE NUMBER EQ .WHNUM +
        AND SITE EQ .WSITE
    FILLIN DELCON USING "ARE YOU SURE YOU WANT TO DELETE (Y/N) ? " +
        AT 20,17
    IF DELCON EQ Y THEN
        DELETE ROWS FROM ANNOUNCE WHERE NUMBER EQ .WHNUM +
            AND SITE EQ .WSITE
    ENDIF
ENDIF
IF PICK2 EQ 2 THEN
    NEWPAGE
    FILLIN WHNUM USING "ENTER FEDERAL JOB NUMBER TO DELETE ==> " AT 5,20
    NEWPAGE
    SELECT FED_NUM JOB_NM FROM FED WHERE FED_NUM EQ .WHNUM
    FILLIN DELCON USING "ARE YOU SURE YOU WANT TO DELETE (Y/N) ? " +
        AT 20,17
    IF DELCON EQ Y THEN
        DELETE ROWS FROM FED WHERE FED_NUM EQ .WHNUM
    ENDIF
ENDIF
IF PICK2 EQ 3 THEN
    NEWPAGE
    FILLIN WHSITE USING "ENTER SITE TO DELETE ==> " AT 5,20
    NEWPAGE
    SELECT SITE CITY FROM LOCATION WHERE SITE EQ .WSITE
    FILLIN DELCON USING "ARE YOU SURE YOU WANT TO DELETE (Y/N)? " +
        AT 20,17
    IF DELCON EQ Y THEN
        DELETE ROWS FROM LOCATION WHERE SITE EQ .WSITE
    ENDIF
ENDIF
ENDIF

```

```

IF PICK2 EQ 4 THEN
  NEWPAGE
  FILLIN WHGRADE USING "ENTER PAY GRADE TO DELETE ==> " AT 5,20
  NEWPAGE
  SELECT ALL FROM PAY WHERE GRADE EQ .WHGRADE
  FILLIN DELCON USING "ARE YOU SURE YOU WANT TO DELETE (Y/N) ? " +
    AT 20,17
  IF DELCON EQ Y THEN
    DELETE ROWS FROM PAY WHERE GRADE EQ .WHGRADE
  ENDIF
ENDIF
IF PICK2 EQ 5 THEN
  NEWPAGE
  FILLIN WHCTC USING "ENTER CONTACT ID TO DELETE ==> " AT 5,20
  NEWPAGE
  SELECT ALL FROM CONTACT WHERE CNT_ID EQ .WHCTC
  FILLIN DELCON USING "ARE YOU SURE YOU WANT TO DELETE (Y/N) ? " +
    AT 20,17
  IF DELCON EQ Y THEN
    DELETE ROWS FROM CONTACT WHERE CNT_ID EQ .WHCTC
  ENDIF
ENDIF
ENDIF

CLEAR WHNUM
CLEAR WHSITE
CLEAR WHGRADE
CLEAR WHCTC
CLEAR DELCON
RETURN

```



```

#(#####)
#(          INFOCHG.CMD          )
#(  CIVILIAN PERSONNEL OFFICE JOB SEARCH  )
#(  INFORMATION CHANGES          )
#(          (c) 1986 ROBERT C. SAIN      )
#(#####)
SET VAR WHNUM TEXT
SET VAR WHSITE TEXT
SET VAR WHGRADE TEXT
SET VAR WHCTC INT
NEWPAGE
IF PICK2 EQ 1 THEN
    FILLIN WHNUM USING "ENTER ANNOUNCEMENT NUMBER TO CHANGE ==> " +
        AT 5,5
    FILLIN WHSITE USING "ENTER ORIGINATING SITE ==> " AT 7,5
    NEWPAGE
    EDIT USING ANNOUNCE WHERE NUMBER EQ .WHNUM +
        AND SITE EQ .WSITE

ENDIF
IF PICK2 EQ 2 THEN
    FILLIN WHNUM USING "ENTER FEDERAL JOB NUMBER TO CHANGE ==> " AT 5,5
    NEWPAGE
    EDIT USING FED WHERE FED_NUM EQ .WHNUM

ENDIF
IF PICK2 EQ 3 THEN
    FILLIN WHSITE USING "ENTER SITE TO CHANGE ==> " AT 5,5
    NEWPAGE
    EDIT USING LOCATION WHERE SITE EQ .WSITE

ENDIF
IF PICK2 EQ 4 THEN
    FILLIN WHGRADE USING "ENTER PAY GRADE TO CHANGE ==> " AT 5,5
    NEWPAGE
    EDIT USING PAY WHERE GRADE EQ .WHGRADE

ENDIF
IF PICK2 EQ 5 THEN
    FILLIN WHCTC USING "ENTER CONTACT ID # TO CHANGE ==> " AT 5,5
    NEWPAGE
    EDIT USING CONTACT WHERE CTC_ID EQ .WHCTC

ENDIF
CLEAR WHNUM
CLEAR WHSITE
CLEAR WHGRADE
CLEAR WHCTC
RETURN

```

```

!(!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!)
!(              INFODISP.CMD              )
!(  CIVILIAN PERSONNEL OFFICE JOB SEARCH  )
!(              INFORMATION DISPLAY        )
!(              (c) 1985  ROBERT C. SAIN   )
!(!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!)

```

NEWPAGE

```

IF PICK2 EQ 1 THEN
    SELECT NUMBER SITE OPEN_DT CLS_DT TENURE FROM ANNOUNCE +
        SORTED BY NUMBER SITE CLS_DT
    WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27
    PAUSE

```

ENDIF

```

IF PICK2 EQ 2 THEN
    SELECT FED_NUM JOB_NM CATEGORY FROM FED SORTED BY FED_NUM
    WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27
    PAUSE

```

ENDIF

```

IF PICK2 EQ 3 THEN
    SELECT SITE CITY FROM LOCATION SORTED BY SITE CITY
    WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27
    PAUSE

```

ENDIF

```

IF PICK2 EQ 4 THEN
    SELECT ALL FROM PAY SORTED BY GRADE
    WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27
    PAUSE

```

ENDIF

```

IF PICK2 EQ 5 THEN
    SELECT ALL FROM CONTACT SORTED BY CTC_ID
    WRITE "PRESS ANY KEY TO CONTINUE" AT 25,27
    PAUSE

```

ENDIF

RETURN

=====

APPLICATION PROCESS

=====

Jobs are filled in the Federal government through a "Merit" system. This means selection for appt is based on relative qualification to perform the work in comparison to other candidates as demonstrated by past experience, education and training. Initial appointment into the Federal work force is normally based on successful competition on a "civil service" exam. Opportunities to compete in these exams are publicized at the Office of Personnel Mgmt (OPM) Job Information Centers and state employment offices. U.S. citizenship is a basic requirement for employment in the Federal government.

An applicant for a government job must complete an APPLICATION FOR FEDERAL EMPLOYMENT, Standard Form 171 (SF-171). This SF-171 is available in this office. It requires info regarding:

- Employment Availability
- Military Service
- Work Experience
- Education
- Special Skills
- Awards
- Accomplishments
- Personal References
- Background Information

This form should be completed prior to applying for a vacancy. Assistance will be provided to help you fill out the proper information.

=====

CURRENT EMPLOYEES

=====

Current employees serving under career or career-conditional appointments are eligible to transfer between govt activities. This is accomplished by applying directly to the personnel office servicing the activity at which employment is sought. Acceptance of an application may be governed by local activity policy including negotiated labor agreements, which may restrict consideration for positions to activity or agency employees. Generally, activities will accept applications for positions at the candidate's current or lower grade level. This may vary, however, at different personnel offices. Application for positions resulting in promotion or greater potential will require competition through the activity's Merit Promotion Program. Applicants for promotion may file under a vacancy announcement which provides for receipt of applications from candidates who are not employees of the immediate activity. Applicants should check with the servicing personnel office to determine whether they are within the "area of consideration." Although current DCM policy requires acceptance of applications of spouses relocating as a family member, local bargaining agreements may override the provision. Application submitted under

this provision must include a copy of the sponsor's Permanent Change of Station (PCS) orders. Persons on leave-without-pay are considered current employees and are eligible for transfer. A copy of the most recent Notification of Personnel Action, Standard Form 50 (SF-50) should be enclosed with the application for verification of career or career-conditional status. If current employment is not career or career-conditional, provide a copy of an SF-50 from an earlier career or career-conditional appointment.

PRESS ANY KEY TO RETURN

=====

FORMER EMPLOYEES

=====

Former employees who have career or career-conditional status are eligible for reinstatement and may apply for positions in the same manner as CURRENT EMPLOYEES. This eligibility is limited to a period of three (3) years from separation date for career-conditional employees who are not veterans. A copy of the SF-50 verifying separation from a career or career-conditional appointment in the Federal Service should be included with the SF-171. For veterans and career employees, the eligibility period is unlimited. VETERANS should provide their DD-214's.

PRESS ANY KEY TO CONTINUE

=====

HANDICAPPED EMPLOYEES

=====

Persons with severe handicaps and those who have been restored to mental health after treatment for mental or emotional disorder may be appointed directly by the activity. Eligibility is based on certification of the disability and an assessment of the person's potential ability to perform the duties of the position from a counselor of the Veterans Administration or a state vocational rehabilitation agency. The initial appointment is generally temporary (not to exceed 700 hours) and may be non-competitively converted to a permanent excepted appointment and subsequently to a career-conditional appt after two (2) years, provided performance has been satisfactory. Individuals appointed on the basis of emotional or mental disorder are not eligible for non-competitive conversion to career-conditional appt but may be employed for a period of up to two (2) years on an excepted appointment.

PRESS ANY KEY TO CONTINUE

=====

VETERANS

=====

VETERANS READJUSTMENT APPOINTMENT:

The veteran must have served on active duty in the Armed Forces between 5 August 1964 and 7 May 1975, for more than 180 days, and must not have completed more than 14 years of education. The 14 year education restriction is waived for compensably disabled veterans and veterans discharged because of service connected disabilities. Depending on qualifications, persons may be appointed up to grade GS-09 or WG-09 or the equivalent and must agree to participate in a training or educational program. A veteran given an initial expected appointment under this authority may be converted to a career/career-conditional appointment upon satisfactory completion of a training or educational program period of 2 years.

30 PERCENT OR MORE DISABLED VETERANS:

Veterans rated or certified by the Veterans Administration or a military department as having a 30 percent or more service-connected disability are eligible for DIRECT APPOINTMENT to positions for which they qualified. Documentation of the disability must be within the preceding year. Initial appointment is temporary with the provision for conversion to permanent appointment upon completion of satisfactory service under the temporary appointment.

PRESS ANY KEY TO CONTINUE

=====

TEMPORARY EMPLOYMENT

=====

Application for temporary employment may be made directly to the activity under procedures similar to application to DPM. Positions covered include all Federal Wage System (blue collar) ; and administrative, technical, and clerical positions up to grade GS-12. Applications may be made without prior competition on an DPM examination. Activities are required to post these job opportunities at DPM and state employment offices. A written test may be required, if so, a copy of the appropriate DPM Notice of Rating should be provided with the SF-171.

PRESS ANY KEY TO CONTINUE

=====

NON-APPROPRIATED FUND (NAF)

=====

Positions are located in various clubs, messes, exchanges and military recreational services. Employment is not "civil service"; therefore, it is not subject to the same requirements as other Federal govt jobs. NAF jobs cover a variety of occupations including:

- Recreation Specialists
- Lifeguards
- Child Care Attendants
- Bartenders
- Waiters
- Waitresses

Pay for these positions is based on similar positions in private industry in the local area. Many of the positions are temporary or involve other than a full-time work schedule. Benefits including retirement, leave, insurance, etc., are provided to permanent NAF employees and are not the same as "civil service" benefits. Application for employment is made directly to the civilian personnel office servicing the NAF facility. The application form SF-171 may not be required to apply for these positions. The appropriate application form will be provided by the NAF personnel office.

PRESS ANY KEY TO CONTINUE

APPENDIX I

USER'S MANUAL

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OPERATING PROCEDURES

1.0 GETTING STARTED

This section gives instructions for installing the R:Base 5000 software on your system, configuring your system, and starting R:Base. It also tells you how to start the Job Search Program. R:Base may be operated on both hard disk and floppy disk systems with 237K of main memory available after system configuration, however a minimum of 320K is recommended.

1.1 HARD DISK SYSTEM

System Configuration

To accommodate R:Base 5000 on a hard disk system, your system needs a system-configuration file (config.sys) with this command:

FILES = 20

To alter the file, use the R:Base 5000 configuration program, This program is on R:Base disk I.

1. Insert R:Base disk I in drive A. Make A: the default drive.
2. At the A> prompt, type CONFIG and press <ENTER>.
3. The program will display a message. Answer the question by typing "N" for whether the system boots from a floppy disk.

4. When the program displays that the configuration process is completed, remove the R:Base disk from drive A. Then reboot your system. Hold down <CTRL> and <ALT> and then press .
5. Use the DOS CHDIR (change directory) command to make your current directory the one which you want the R:Base 5000 files to reside:

C:\r5k

6. Insert one of the R:Base 5000 disks in floppy drive A.
7. Copy all files from the disk to your current directory. At the C> prompt, enter:

COPY A: *.*

8. When all files from the disk are copied, remove the disk from drive A.
9. Repeat until you have copied all R:Base 5000 files to your hard drive directory. When you have copied all of the programs, you are ready to use the full R:Base product.

Start Up

To use the system once it is loaded:

1. Boot up your system with DOS.
2. Change from the root directory to the directory where your database files are located. Enter the DOS CHDIR (change directory) command:

CHDIR C:\r5k

3. At the DOS prompt, enter the name of the program you want to run:

RBASE / RBEDIT / EXPRESS

4. After you enter the name of your selection and press <ENTER>, the main menu for the program will appear. You can now begin using the program.

1.2 FLOPPY DISK SYSTEM

System Configuration

1. To accommodate R:Base 5000, your system needs a system-configuration (config.sys) file with this command:

FILES=20

2. To alter the file, use the R:Base 5000 configuration program. This program is on R:Base disk I.
3. Boot up your system with DOS.
4. Insert R:Base Disk I in drive A.
5. At the A> prompt, type config and press <ENTER>. Answer the question by typing "Y" to whether your system boots from a floppy disk.
6. As directed, remove the R:Base disk and insert the boot disk in drive A. The program then creates or alters the config.sys file on your boot disk so that it will prepare your system for R:Base 5000 each time you boot.
7. When the configuration process is completed, reboot your system. With the boot disk in drive A, hold down <CTRL> and <ALT> and then press .

Start Up

1. Boot your system with DOS.
2. Remove the boot disk from drive A.
3. Make B: the default drive. At the A> prompt, enter B:.
4. Insert your working copy of the program disk in drive A.
5. Insert a blank, formatted floppy disk (or your database disk) into drive B.
6. At the B> prompt, type the name of the program you wish to run:

RBASE / RBEDIT / EXPRESS

7. When the program menu appears, you can begin using the system.

1.3 RUNNING THE PROGRAM

At the main menu, select option (1) R:base command mode. You will now see the R> prompt. When this prompt is on the screen, you can begin the Job Search program by typing RUN MAIN.CMD. You are now in the program.

The system date will appear as follows:

TODAY'S DATE: MM/DD/YY

IS THIS CORRECT (Y/N) ==>

It is important to confirm that the system date is correct even though a system clock is present. The next process in the program is to delete those announcements which closing dates have expired. Once you input Y at the prompt, the system will delete those announcements from the table ANNOUNCE. If the date is incorrect, select N and the system will prompt you with:

ENTER THE CURRENT DATE (MM/DD/YY) ==>

Once inserted, the system will display the new date and once again ask if the date is correct. It will continue this procedure until you are satisfied with the date and enter "Y".

The program will now display the introduction screen which will welcome you to the Naval Postgraduate School's

Civilian Personnel Office. It will also briefly explain the purpose of the program and wait for you to depress any key to continue. This screen will appear prior to performing any of the program's functions.

After you depress any key, the main menu will appear as shown in Figure I-1. Every menu which appears within the program has a HELP function available by selecting <F10>. This will display to you amplifying information concerning the menu selections. You may exit only from the main menu into R:Base when you want to terminate the program at the end of a workday. Simply depress the <esc> key and you will return to the R> prompt.

NPS CIVILIAN PERSONNEL JOB SEARCH PROGRAM
=====

- (1) FILE MANAGEMENT
- (2) CHECK JOB VACANCIES
- (3) SEEK ADDITIONAL INFORMATION

Figure I-1

2.0 UPDATING THE DATA BASE

The file management facility of the Job Search Program allows for the addition, deletion, update and display of the data base records. This capability may be accessed by selecting "1" from the main menu shown in Figure I-1. Following this selection, you will be asked for the correct password in order to proceed. The request will be:

ENTER THE CORRECT PASSWORD ==>

PRESS <ENTER> TO RETURN TO MAIN MENU

If you input the wrong password, you will be returned to the main menu (Figure I-1). You may attempt another input if you believe that you mistyped the password or you may obtain the current password from specified office personnel if you have the clearance to perform data modifications.

When you have correctly entered the password, you will be presented with the menu in Figure I-2, which allows you to select the appropriate file for modification.

FILE MANAGEMENT =====

- (1) ANNOUNCEMENT LISTINGS
- (2) FEDERAL JOB DESCRIPTIONS
- (3) AREA LOCATION DESCRIPTIONS
- (4) PAY SCHEDULE
- (5) CONTACT DIRECTORY
- (6) GO BACK TO PREVIOUS MENU

Figure I-2

This then leads to the Function menu, Figure I-3. From

this menu the you select the function desired; either entering new data, removing old data, modifying existing data or displaying the current data in the table.

WHICH MANAGEMENT FUNCTION DO YOU WISH TO PERFORM?
=====

- (1) ENTER NEW INFORMATION
- (2) REMOVE OLD INFORMATION
- (3) CHANGE EXISTING INFORMATION
- (4) DISPLAY CURRENT INFORMATION
- (5) GO BACK TO PREVIOUS MENU

Figure I-3

2.1 ENTERING NEW INFORMATION

From the Management Function Menu (Figure I-3), select "1". This invokes the R:Base ENTER function. The screen will display the entry form for the particular data table you selected from Figure I-2. You must enter data in all blocks, otherwise the system will not accept the new information and an error message will appear on the screen. These error messages are incorporated into the program by using the R:Base rules function. In addition, certain information must exist in the other tables when adding a new announcement listing: the grade must be in the PAY table; the Pay Plan & Series number must be in the FED table; the site must be in the LOCATION table; and the Contact ID # must be in the CONTACT table. Examples of acceptable data, by file and field, are provided in Section 2.5.

When you are satisfied with your input, press <esc> and the following menu will appear on the top of the screen.

Add--Reuse--Edit--Quit

Move the right-arrow and left-arrow keys to move the cursor to the option you want and press <enter>. ADD inputs the new information into the data table and displays a blank entry form. REUSE inputs the new data but will keep displaying the new information instead of a blank entry form. This may help when you need to enter repetitive information into a table. EDIT will allow you the option to keep making changes to the new information without entering it into the table. QUIT will not enter what is currently on the screen and will exit you back to the menu in Figure I-3.

****Important Note****

Always ensure that you select ADD prior to selecting QUIT if you want your new data saved.

2.2 DELETING AN EXISTING RECORD

From the File Management Menu (Figure I-3), select "2". You will then be asked for the value of the primary key in order to locate the correct record in the file for deletion. Primary record keys by file are as follows:

<u>FILE</u>	<u>KEY(s)</u>
ANNOUNCE	NUMBER & SITE
FED	PAY PLAN/SERIES NUMBER
LOCATION	SITE
PAY	GRADE
CONTACT	ID #

Figure I-4

Following input of the primary key value(s) of the desired record, the record is displayed. You should review the record to confirm its eligibility for deletion and enter a "Y" or "N" as appropriate. You will return to the Management Function Menu (Figure I-3) following your answer.

2.3 UPDATING AN EXISTING RECORD

From the Management Function Menu (Figure I-3) select "3". This invokes the R:Base EDIT function. You will be asked for the value of the primary key(s) in order to locate the correct record in the file for updating. Primary key fields are presented in Figure I-4. Following input of the appropriate value of the primary key(s), the effective record is displayed, with the following R:Base system menu presented on the top of the screen:

--Skip--Edit--Change--Add--Reset--Delete--Quit--

Choose the menu option by moving the cursor to the appropriate option and pressing <ENTER>. The menu options are explained below:

Skip ---- The information displayed on the screen is not modified and the next row in the table is displayed.

Edit ---- The information displayed on the screen may be changed. After this option is selected and changes have been made, press <esc> to return to this menu and select either: Change, Add, Reset or Delete.

Change -- The modified information on the screen is saved and the next row in the table is displayed.

Add ----- The information displayed on the screen is added as a new row to the table and the original row is left unchanged. You now have two rows of data.

Reset --- The information displayed on the screen is not saved. Any changes made are ignored and the original data will be kept.

Delete -- The information displayed is deleted from the table and the next row in the table is displayed. You will be asked to confirm prior to each deletion.

Quit ---- Terminates the EDIT function and returns to the Management Function Menu (Figure I-3).

2.4 DISPLAYING CURRENT INFORMATION

From the Management Function Menu (Figure I-3), select "4". You will be shown all existing information within the previously selected data table. Its purpose is to allow you to verify the existence of information within the table. In addition, you will be given the option to route the output to a printer. Ensure that a printer is properly connected to the computer if you desire this option. Output will be redirected to the screen after you obtain your printout. When all the information is presented to you, you will return to the Management Function Menu (Figure I-3).

2.5 DATA DESCRIPTION DESK GUIDE

This section provides a ready reference "desk guide" description of system files and examples of acceptable data in proper format for field entry. A more detailed description is included in Appendix E, Data Dictionary.

File: ANNOUNCE

<u>Field Name</u>	<u>Type (length)</u>	<u>Example</u>
Number	Text (8)	86-30
Site	Text (10)	NPS
Open Date	Date (8)	01/01/88
Close Date	Date (8)	02/02/88
Tenure	Text (4)	PERM
Pay Plan/Series	Text (7)	GS-0511
Grade	Text (5)	WG-04
Special Duty	Text (400)	NONE
Special Qualification	Text (300)	NONE
Status	Text (1)	Y
Direct Hire	Text (1)	Y
Other	Text (1)	Y
Contact ID #	Integer (4)	2

File: FED

<u>Field Name</u>	<u>Type (length)</u>	<u>Example</u>
Pay Plan/Series	Text (7)	WG-0222
Job Title	Text (30)	PLUMBER
Category	Text (10)	TRADE
General Duty	Text (300)	NONE
General Qualification	Text (300)	NONE

File: LOCATION

<u>Field Name</u>	<u>Type (length)</u>	<u>Example</u>
Site	Text (10)	FT ORD
City	Text (15)	MONTEREY
Information	Text (300)	NONE

File: PAY

<u>Field Name</u>	<u>Type (length)</u>	<u>Example</u>
Grade	Text (5)	GS-05
Minimum Pay	Dollar (10)	14000.00
Maximum Pay	Dollar (10)	17575.00

File: CONTACT

<u>Field Name</u>	<u>Type (length)</u>	<u>Example</u>
Contact ID #	Integer (4)	4
Contact Name	Text (30)	MS. JANE DOE
Phone Number	Text (7)	646-1111

3.0 JOB SEARCH ROUTINE

The Job Search facility of the program will allow you the opportunity to check what vacancies are available given certain criteria you provide via menu selections.

To enter the Job Search routine, select "2" from the main menu (Figure I-1). You will then be asked via a menu (Figure I-5) what type of job tenure you are interested in. After your selection, you will be asked what location you are are interested in (Figure I-6). Your final menu selection will be the general type of job you are looking for (Figure I-7). You have the option of returning to the previous menu to change your selection at each level.

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

- (1) TEMPORARY
- (2) PERMANENT
- (3) ALL TYPES
- (4) RETURN TO PREVIOUS MENU

Figure I-5

WHERE ARE YOU INTERESTED IN LOOKING FOR JOBS?

- (1) NAVAL POSTGRADUATE SCHOOL (NPS)
- (2) FORT ORD
- (3) DEFENSE LANGUAGE INSTITUTE (DLI)
- (4) ALL LOCATIONS
- (5) GO BACK TO PREVIOUS MENU

Figure I-6

WHAT OCCUPATIONAL AREA ARE YOU INTERESTED IN LOOKING FOR JOBS?

- (1) PROFESSIONAL
- (2) TRADES
- (3) CLERICAL
- (4) MEDICAL
- (5) ADMINISTRATIVE
- (6) ALL AREAS
- (7) GO BACK TO PREVIOUS MENU

Figure I-7

After selections have been made, you will be presented with the following:

ENTER THE MINIMUM GRADE YOU WOULD CONSIDER ==>

ENTER THE MAXIMUM GRADE YOU WOULD CONSIDER ==>

You are to enter whatever the range in grade level you would want displayed. For proper format, refer to Figure I-4.

You will be presented with every vacancy that satisfies your menu selections. Each announcement will display the primary descriptive items of the job, with additional information available if you enter "Y" when directed. If you are not interested in that particular vacancy, enter "N" and the next announcement will be displayed on the screen. When all announcements have been shown to you, the program will return you to the introductory menu. At that point you may continue utilizing the program for more information or seek application information from the contact individual

concerning a job that interested you. If no vacancies exist for the grade level that you inserted, you will be returned to that level for another input.

****IMPORTANT NOTE****

When a menu selection you make results in no announcements present (i.e. no jobs currently available at DLI) a message will appear stating:

"NO ROWS SATISFY THE CONDITION"

At this point, you should return to the previous menu and select another choice.

4.0 SEEKING ADDITIONAL INFORMATION

If you want to view additional information, select "3" from the main menu (Figure I-1). You will be presented with the menu in Figure I-8. Each selection will give you amplifying information concerning area locations, pay scales, hiring programs and the application process.

WHAT TOPIC DO YOU WISH MORE INFORMATION ABOUT?

- (1) BASE / OFFICE LOCATIONS
- (2) PAY SCALES
- (3) SPECIAL HIRING PROGRAMS
- (4) APPLICATION PROCESS
- (5) RETURN TO PREVIOUS MENU

Figure I-8

Each selection is self-explanatory and will not be presented in detail within this user's manual.

For updating the files containing information about the hiring programs and the application process, each file is contained within a TXT file and can be ammended by entering R:Bedit and calling the files, for example, APPLY.TXT.

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3. Kent, W., "A Simplified Guide to Five Normal Forms in Relational Database Theory," Communications of the ACM, Vol. 26, pp. 120-125, February 1983.

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